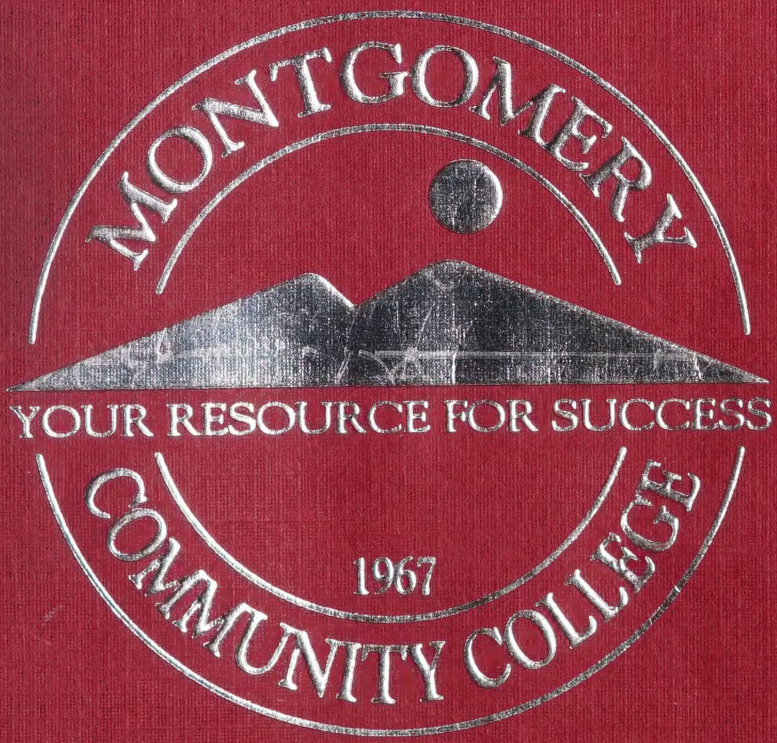
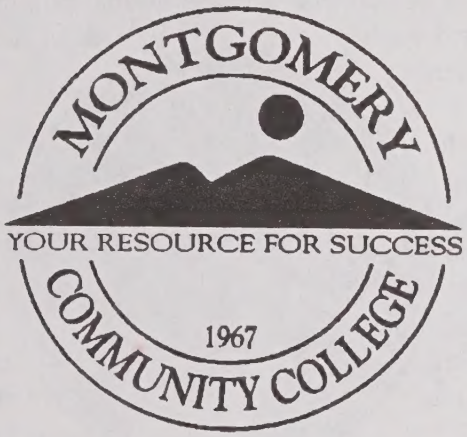
Montgomery Community College



1999-2001 CATALOG

MONTGOMERY
YOUR RESOURCE FOR SUCCESS
COMMUNITY COLLEGE

Montgomery Community College
1999-2001 Catalog



Accredited by
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
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Montgomery Community College
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Troy, North Carolina 27371
Telephone: 910-576-6222
Web Site: www.montgomery.cc.nc.us
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1999-2001 GENERAL CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the rights to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

Message from the President

Thank you for giving me the opportunity to welcome you to Montgomery Community College. Your interest in our college and educational programs is appreciated and we continue to be proud and excited about current and future educational opportunities for our students.

It is our responsibility to offer courses and training that will meet the goals and needs of our students enrolled in our exceptional educational offerings, both through curriculum and continuing education programs. We are committed to providing quality education and services to all students, as well as business and industry. As you become more familiar with our campus, you will learn of the uniqueness of some of our educational offerings, and the excellent quality of our instruction. You will soon take pride in being associated with a caring institution, one that is concerned about student growth, development and success, in addition to our commitment toward economic development, workforce training and retraining, and technological advancement.

Take time to become involved in the many opportunities here on campus and in our community, and let us help you accomplish your educational goals and dreams.

Your President

Mary P. Kirk

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Academic Calendar

1999-2000

Fall Semester 1999

August 9 ..... Registration
August 16 ..... Classes Begin
August 20 .. Last Day for Tuition Refund
September 6 ..... Labor Day Holiday
October 14 ..... Mid-Term
October 11, 12 ..... Fall Semester Break
November 23 - 26 . Thanksgiving Holidays
December 1 Registration/Current Students
December 8 - 14 ..... Final Examinations

Spring Semester 2000

January 4 ..... Registration
January 10 ..... Classes Begin
January 14 .. Last Day for Tuition Refund
January 17 .. Martin Luther King Holiday
March 6 ..... Mid-Term
March 7-10 ..... Spring Break
April 24 - 28 ..... Easter Break
May 2 ..... Registration/Current Students
May 8 - 12 ..... Final Examinations

Summer Session 2000

May 15 ..... Registration
May 22 ..... Classes Begin
May 26 ..... Last Day for Tuition Refund
June 16 ..... Mid-Term
July 3-7 .... Independence Holiday Break
July 11 ... Registration/Current Students
July 17 ..... Final Examinations Begin
July 22 ..... Graduation

2000-2001

Fall Semester 2000

August 7 ..... Registration
August 14 ..... Classes Begin
August 18 .. Last Day for Tuition Refund
September 4 ..... Labor Day Holiday
October 9, 10 ..... Fall Semester Break
October 11 ..... Mid-Term
November 21 - 24 . Thanksgiving Holidays
November 28 Registration/Current Students
December 6 - 12 ..... Final Examinations

Spring Semester 2001

January 3 ..... Registration
January 8 ..... Classes Begin
January 12 .. Last Day for Tuition Refund
January 15 .. Martin Luther King Holiday
March 5 ..... Mid-Term
March 6-9 ..... Spring Break
April 16-20 ..... Easter Break
May 1 ..... Registration/Current Students
May 7 - 11 ..... Final Examinations

Summer Session 2001

May 14 ..... Registration
May 21 ..... Classes Begin
May 25 ..... Last Day for Tuition Refund
June 15 ..... Mid-Term
July 2 - 6 ..... Independence Holiday
July 10 .... Registration/Current Students
July 16 ..... Final Examinations Begin
July 21 ..... Graduation

Note: Schedule changes due to class cancellations are permitted for the first two class days of each term.

Montgomery Community College
Troy, NC 27371
910-576-6222

Departmental Telephone Extensions

Admissions	Ext.	264
Business Office	Ext.	220
Campus Bookstore	Ext.	223
Career Center	Ext.	210
Counseling	Ext.	210
Continuing Education	Ext.	253
Day Care Center	Ext.	235
Evening Coordinator	Ext.	265
Faculty Offices	Ext.	216
Financial Aid	Ext.	226
Foundation Office	Ext.	251
JTPA	Ext.	227
Learning Center	Ext.	230
Library	Ext.	395
Adult Basic Skills	Ext.	236
President's Office	Ext.	213
Business & Industry Service	Ext.	255
Student Services	Ext.	240

The College

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees.

In November 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

Adult Basic Education and adult high school diploma programs began in October 1968. In June 1968, a building on Page Street in Troy was occupied as a temporary location of Montgomery Technical Institute.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the college was given to the Board of Trustees, including the president of the Student Government Association who serves as an ex-officio member of the Board.

In October 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet of space on a 149 acre tract of land. The

State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Southern Association of Colleges and Schools affirmed its accreditation. The Commission of Colleges of the Southern Association of Colleges and Schools reaffirmed the Institute's accreditation on December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. On December 19, 1993, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed Montgomery Community College's accreditation to offer associate degrees, diplomas, and certificates.

The Montgomery Community College campus now includes facilities of approximately 73,000 square feet on 153 acres of land. The most recent addition to the campus is the newly constructed Business, Industry, Technology Resource Center. The new building was financed by $2.6 million in matching funds from the state through a statewide bond referendum passed by local citizens and North Carolina voters in 1992. The Montgomery County School Board voted in 1994 to transfer approximately four acres of land to Montgomery Community College to be used for the new facility and parking.

The Business, Industry, Technology Resource Center contains 44,800 square feet of floor space utilized for an electronic library, a totally interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The Center is designed to serve as a facilitation site for training both on campus and within a work place, and employers can utilize the Center for training all levels of staff.

MISSION AND GOALS

Montgomery Community College is a comprehensive, public two-year college and member institution of the North Carolina Community College System. The College has developed and implemented formal planning and evaluation procedures in order to meet the needs of the students and the community. All planning at the College begins with the mission statement, and all goals, objectives, and activities are linked to the mission statement.

MISSION STATEMENT

The mission of Montgomery Community College is
to provide quality educational opportunities and community services,
to offer workforce training and retraining,
and to support economic development.

COLLEGE GOALS

GOAL 1: To develop and implement instructional programs and services that are consistent with the assessed needs of the constituent groups in the College's service area and with state and national standards, including training and retraining of the workforce.

GOAL 2: To provide information services which support quality instruction.

GOAL 3: To provide an environment for teaching that capitalizes on state-of-the-art instructional applications.

GOAL 4: To insure that services are provided to industry and small business, as well as other community initiatives to facilitate economic growth.

GOAL 5: To provide an environment that supports employing and retaining a quality faculty and staff.

GOAL 6: To maintain overall fiscal stability.

GOAL 7: To maintain an on-going program which insures continual improvement and a high standard of institutional effectiveness which is consistent with the expectations of governing and accrediting agencies.

VISITORS

Visitors to the College are welcome during normal operating hours and at other times by appointment. Visitors should check with the Information Desk or the President's Office when coming on campus. Either of these locations will provide information and directions.

ACCREDITATION

Montgomery Community College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. The Associate in Applied Science Degree in Medical Assisting is also accredited by the American Association of Medical Assistants; and the Practical Nursing Diploma Program is accredited by the North Carolina State Board of Nursing. Graduates of the Basic Law Enforcement Training Certificate Program are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education Training Standards Commission.

NON-DISCRIMINATION STATEMENT

Montgomery Community College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, Montgomery Community College is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

CHILD CARE SERVICES

Montgomery Community College offers day-time services on a space-available basis for children of faculty, staff, and students. Children must be between 3 years of age to kindergarten age for services. A fee is charged for child care services.

LIBRARY AND INFORMATION SERVICES

The overall purpose of Library and Information Services is to support the curriculum offered at Montgomery Community College. The function of the library is to support and enrich classroom instruction through a collection of carefully selected materials based on courses and programs offered at the College.

The library is a multi-media information services center. It has a carefully selected and growing collection of more than 13,000 volumes, subscriptions to 100 current periodicals, and a variety of non-print information sources. Non-print formats including films, videos, slides, CD-ROM data bases, and computer-based technologies are available as appropriate to provide a wide range of information in various forms for library patrons. The College's newly constructed Business, Industry, Technology Resource Center includes new library facilities with fiber-optic and electronic capabilities, Internet access, and a bibliographic instruction area.

Through the North Carolina State Library System, the library participates in an inter-library loan program and a film/video program. All circulating materials belonging to the State Library collection or to any post-secondary institutions in North Carolina are available through inter-library loan to MCC patrons.

Library patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the information center and its resources. The library is open from 8:00 a.m. until 9:00 p.m., Monday through Thursday, and 8:00 a.m. until 3:00 p.m. Friday.

INSTRUCTIONAL ENHANCEMENT SERVICES

Instructional Enhancement Services involves the use of various technologies to enhance and enrich the delivery of instruction. Instruction can be enhanced by connecting Montgomery Community College to other resources throughout the world (colleges, universities, libraries, hospitals and government and private agencies). Such resources can be accessed by MCC's North Carolina Information Highway, the Internet, IP Video and via satellite. Another method of instructional enhancement involves the production of multimedia materials for use in either traditional or distance learning classes. Montgomery Community College's Business, Industry and Technology (BIT) Center houses a Multimedia Production Center where audio, video, and multimedia materials are created for use in traditional classes, distance education, and Internet classes. There are seven multipurpose classrooms in the BIT Center from which any of these technologies can be integrated into instructional presentations.

DISTANCE EDUCATION

Distance education is an educational and/or training delivery system in which the majority of instruction occurs when the student and instructor are not in the same place and may employ audio, video, or computer technologies. The utilization of distance education systems enables the total educational community to share instructional programs, participate in interactive video teleconferences, share expertise, and cooperate in the use of facilities, equipment, and personnel.

Montgomery Community College is committed to making programs and services more accessible to citizens. By utilizing the latest in information and telecommunications technology, MCC's distance education opportunities overcome the time and place constraints of traditional instructional and training delivery systems in both curriculum and continuing education programs.

The College has both an IP Video teleclassroom that is able to connect and video conference with other similar facilities, as well as, a classroom on the North Carolina Information Highway which is connected to community colleges, universities, public school facilities, regional hospitals and resource centers. These resources facilitate distance education and create an interactive learning center. Further, MCC's computers are networked to the Internet with access to the World Wide Web.

Non-Traditional Delivery Curriculum Classes

Due to the methodology by which instruction is delivered, non-traditional classes are not consistent with the definitions of regularly scheduled classes. Non-traditionally delivered classes may include courses offered through media such as television, audio, two-way interactive video (Information Highway), Internet, closed circuit, cable, microwave, satellite, video cassettes, or discs. The instruction delivered is structured into identifiable units and is under the direct supervision of an assigned instructor. This does not include courses using

multimedia such as video cassettes or disc recordings when delivered to students physically attending classes. Montgomery Community College is currently offering such non-traditional classes on the Internet, and has classes on the Southern Regional Electronic Campus (SREC). The SREC is organized by the Southern Regional Educational Board and covers sixteen Southeastern states.

Non-traditional courses are not used to compute financial aid entitlement unless the course is part of a program leading to an associate, bachelor, or graduate degree. Any financial aid entitlement is based on approved guidelines. All other guidelines, including Standards for Academic Progress and rate of pursuit, are enforced according to written college policies. Other support services including counseling, library services, career planning, and placement are available upon request.

Business and Industry Services
Distance Education

As a part of Business and Industry Services of the Continuing Education and Community Services division of the College, distance education allows participants to complete module training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and telecommunications technologies provide linkages between the students and instructor. The learning is self-paced to match the learning style of the student, and the student can take one or several modules. Most importantly, this approach to learning allows the student to get the training that is needed, when it is needed.

Student Services

ADMISSION INFORMATION

ADMISSION (CURRICULUM PROGRAMS)

Montgomery Community College is a state-supported institution operating under an "open door" admission policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution.

The open door policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local superintendent of schools and/or parents or guardian. Montgomery Community College and the Montgomery County Board of Education have a dual enrollment agreement for high school students age 16-18. High school students may earn college credit which may be applied to a degree at Montgomery

Community College or transferred to another college while completing the normal requirements for high school graduation. Information concerning high school student admissions is presented later in this section under ***Specific Admission Requirements.***

GENERAL ADMISSION PROCEDURES

All students are admitted to Montgomery Community College without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete and return the admission application to Student Services.
2. Submit an official high school or General Educational Development (GED) transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Admissions Office at MCC. It is the applicant's responsibility to request that transcripts be sent.
3. Appear for a preadmission interview when notified by the Admissions Office.
4. Take any required preadmission tests when notified by the Admissions Office.
5. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:

Admissions Office
Montgomery Community College
PO Box 787
Troy, NC 27371
Phone: 910-576-6222
E-mail: hilliars@mcc.montgomery.cc.nc.us

All admission procedures should be completed at least four weeks prior to actual enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on a waiting list and notified by the Admissions Office. When all information is received, the applicant's academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow registration procedures as a walk-in student on Registration Day.

CONCURRENT ENROLLMENTS WITHIN THE COMMUNITY COLLEGE SYSTEM

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the "home college." Additional colleges in which the student enrolls simultaneously are the "receiving colleges." Students will not be charged additional tuition at the "receiving college" when registered for 14 or more credit hours at the "home college" when the following condition is met. The student must present a letter from the "home college" that includes:

1. verification of credit hours registered for at the "home college";
2. verification of tuition status at the "home college"; and
3. a list of specific courses that the student is approved to register for at the "receiving college" to include any telecourses, independent study courses, and non-traditional delivery courses (i.e. Internet, Information Highway, etc.).

Additionally, if the total credit hours at both colleges exceeds 22 credit hours, the student's advisor at the "home college" must stipulate approval for the student to take any hours beyond 22 credit hours.

When the student is registered for less than 14 credit hours at the "home college," the above conditions must be met *and* the student must pay tuition charges for up to 14 credit hours total at the "receiving college." Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly.

Note: Additional steps may be required for admission into specific classes. Consult with the Admissions Office for more information.

STUDENTS WITH SPECIAL NEEDS

Montgomery Community College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Our goal is to ensure qualified students equal opportunity and access to all programs and facilities. It is the student's responsibility to make his/her disability known in a timely manner. Students should request any necessary academic adjustments in writing prior to registration. To determine the student's eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. Montgomery Community College will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations).

Appropriate testing accommodations are available upon request for students with special needs. Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted.

SPECIFIC ADMISSION REQUIREMENTS

ASSOCIATE DEGREE PROGRAMS

A high school diploma or the equivalent is required of all applicants for degree programs. The GED or Adult High School (AHS) diploma is acceptable. GED scores must meet North Carolina standards with a total score of 225 with no single test score below 40. Associate degree programs require an applicant to complete assessment inventories in numerical skills, algebra skills, writing skills, and reading skills.

STAND-ALONE DIPLOMA & CERTIFICATE PROGRAMS

A high school diploma, GED, or Adult High School diploma is preferred for entrance into a stand-alone diploma or certificate program. However, consideration is given to any applicant whose interest and ability make successful completion of a diploma or certificate program likely. Applicants without a high school diploma or GED may be required to demonstrate an ability-to-benefit by successfully completing an assessment inventory. Some diploma and certificate programs may require an applicant to complete assessment inventories in reading and numerical skills after acceptance.

ALLIED HEALTH PROGRAMS

A high school diploma, GED that meets North Carolina standards (as stated above), or Adult High School diploma is required of all applicants for all Allied Health Programs. Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing skills, reading skills, algebra skills, and numerical skills. Those applicants selected for admission may be asked to attend an information session conducted by college personnel. Students not meeting admissions criteria will be counseled regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An "Applicant Medical Form" will be provided by the Admissions Office. Applicants must submit to the Admissions Office the completed form which includes the results of a physical examination performed by a licensed physician. The "Applicant Medical Form" must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student.

Additional admission information concerning Allied Health programs is listed under each major in the program section.

BASIC LAW ENFORCEMENT TRAINING (BLET)

A high school diploma, GED, or Adult High School diploma is required for admission into the BLET program and the applicant must be at least 20 years of age. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which includes results

of a physical examination conducted by a licensed physician to the Criminal Justice Department prior to registration. Medical History forms are available from the Admissions Office. BLET applicants are required to take a reading skills assessment inventory.

HIGH SCHOOL STUDENTS

High school students may attend Montgomery Community College through the provisions of the policy set forth by the State Board of Community Colleges as cited in NCAC2C.0305 which permits high school students to enroll in a community college course under the following conditions:

1) the student must be at least 16 years of age;
2) the student must be recommended by the chief administrative public school officer and approved by the President of the community college;
3) the principal must certify that the student is taking at least three (3) high school courses and is making appropriate progress toward graduation (or in the case of courses offered in the summer) must certify that such student took at least three (3) high school courses during the preceding year. (Exception: To accommodate students whose high schools have adopted block schedules, the requirement of enrollment in three high school courses is interpreted as the equivalent to enrollment in high school courses for one half of the school day); and
4) enrollment of high school students cannot displace adult college students.

Additionally, major and general education courses numbered 100 and above from the Common Course Library are eligible for the concurrent enrollment of high school students. (High School students may not take any remedial or transitional courses in which the course number is lower than 100.)

INTERNATIONAL STUDENTS

Montgomery Community College is approved by the U.S. Immigration and Naturalization Service for attendance by foreign students. Applicants must submit application materials for admission at least two months prior to the semester he/she wishes to enroll. Application materials include the MCC Application for Admission, high school transcript, all official college transcripts, financial statement (official bank letter stating adequate financial resources for school and general living expenses) and TOEFL scores (minimum total 500) showing proof of English speaking and writing ability. All requirements must be fulfilled before the student is considered for acceptance and before school officials will issue the I-20 Certificate of Eligibility.

International students desiring admission into the College's Internet classes will be treated as an out-of-state student for tuition purposes and are not required to meet the requirements listed above. However, the student must know the English language as there are no translations provided. Additionally, if the Internet class is a computer class, the student should be computer literate to enhance their chances of success in the class.

SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires completion of an MCC Application for Admission and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning *regular curriculum student* in a class required for his/her degree.

ASSESSMENT (PLACEMENT) INVENTORIES

The American College Testing (ACT) Service ASSET/COMPASS assessment inventories are given to new students in associate degree programs to determine academic readiness. The results are used for advising and placement purposes.

All associate degree students will be assessed in numerical skills, writing skills, algebra skills, and reading skills. Stand-alone diploma and certificate students may be assessed in reading and numerical skills. BLET students are required to take the reading assessment only. Special credit students are assessed only when necessary to satisfy a prerequisite course requirement.

Students should complete the assessment inventories prior to registration for proper advising and placement. Information about score requirements is available in the Student Services Office. After testing, each student will receive a copy of his/her ASSET/COMPASS Student Advising Report listing scores obtained and course recommendations based on these scores.

Students needing additional educational preparation will be advised regarding removal of deficiencies. For students enrolled in associate degree programs, deficiencies in writing, algebra, reading, or numerical skills must be removed prior to taking any course work in English composition or mathematics respectively. Additionally, the removal of any reading deficiency must begin immediately or no later than the first term of work after assessment. A reading competency is required for graduation from associate degree programs.

Students who have taken the SAT may be exempt from assessment inventories. A score of 450 or above on the verbal portion and/or 500 or above on the math portion may exempt students from the applicable section(s) of the assessment inventory. Students who have taken English composition, reading or math courses at another college or university that are equivalent to the entry level courses at MCC and received a grade of "C" or better may not be required to take the related assessment inventories. Students may retest on ASSET based upon recommendation of the testing coordinator.

Advanced placement with credit may be earned on the initial assessment inventory only for diploma English and mathematics courses. Applicants to any Allied Health Program must take required assessment inventories to meet entrance requirements.

Special assessment accommodations for students with special needs are also available upon request along with appropriate documentation. Students with special needs should contact the Counselor prior to scheduling their placement test.

RE-ADMISSION

Former students who left MCC in good standing are encouraged to re-enroll for further study. Students who have been out one term or longer should contact the Admissions Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified.

Course work previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for their particular curriculum.

Practical Nursing students must complete the program within a three-year period. Students not completing the program within three years will be required to retake the major nursing courses and Anatomy and Physiology courses.

Former students desiring to re-enter from academic suspension must do so through the Student Services Counselor. Former students who were withdrawn for disciplinary reasons must have approval from the Director of Student Services to re-enroll at the College.

RESIDENT STATUS FOR ADMISSION INTO CURRICULUM PROGRAMS

The following policy applies to priorities for admission into programs with established enrollment maximums:

1. Up to 75 days prior to the beginning of a term, applicants from Montgomery and contiguous counties are given priority on available openings on a first-come, first-qualified basis. Contiguous counties include: Anson, Davidson, Moore, Randolph, Richmond, Rowan, and Stanly.
2. After the 75 day period, applicants are accepted on a first-come, first-qualified basis regardless of their county or state of residence.
3. Students already enrolled have a priority status equal to Montgomery and contiguous counties and may transfer from night to day and day to night within the same program when space permits.
4. Residency classification is made by the Director of Student Services. Any applicant desiring to appeal his/her residency classification may do so in writing to the Administrative Cabinet through the Vice President of Academic Affairs & Student Services.

STUDENT CLASSIFICATIONS

•**REGULAR CURRICULUM STUDENT** - a curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation

•**SPECIAL CREDIT STUDENT** - one who has registered for one or more credit courses to meet an individual educational need, but who has not expressed an intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit a "Application for New Major/Minor/Directory Change" form and meet regular admission and assessment requirements. Special Credit Students are not eligible for Financial Assistance or Veteran Educational Benefits.

•**PROVISIONAL STUDENTS (DEFERRED ACCEPTANCE STATUS)** - may be enrolled as a full- or part-time student yet are unable to complete pre-admission or assessment requirements before the registration period. When the student has fulfilled all requirements, he/she will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or he/she may not be allowed to re-enroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Director of Student Services.

•**AUDIT STUDENT** - any student registered for a course for which he/she does not wish to receive credit. The audit student does not have to take required examinations; otherwise, participation and attendance in class is on the same basis as a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for "audit." After registration, a student has until mid-term to change a registration to "audit" with the Registrar.

•**PROBATION STUDENT** - a student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn the sufficient GPA set forth in the College Catalog to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

•**FRESHMAN** - those students who have earned fewer than 32 hours of credit.

•**FULL-TIME STUDENT** - one who is registered for 12 or more semester hours credit during the Fall or Spring Semesters. During Summer Session, 9 or more semester hours credit are considered to be full-time. (Students receiving financial assistance must meet individual financial program regulations for full-time status.)

•**PART-TIME STUDENT** - one who is registered for 11 or less semester hours of credit.

FINANCIAL INFORMATION

ACCIDENT INSURANCE

Student Insurance Rates are as follows:

Mandatory Accident for all students (per term) $1.25
Mandatory for PN, MA students (per year) $15.00
Mandatory for EMS Students (per year) $61.50

Other options are available at additional costs. See someone in Student Services for more information on student insurance.

ACTIVITY FEE

All curriculum students are required to pay a $28.00 activity fee each year. The charges per term are as follows: Fall - $11.00; Spring - $11.00; Summer - $6.00. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events.

GRADUATION EXPENSES

Students are expected to pay the Graduation Fee by April 1. Graduation Fees are:

High School Completion (GED) $18.00
Curriculum Programs $30.00
*For each additional curriculum major, add $5.00.

NOTE: Graduation fees are subject to change at the discretion of the College depending upon increased prices from our supplier.

CURRICULUM FEES

1. All campus students will pay the required student activity fees, insurance fees, and relevant lab fees. This includes full or part-time employees taking classes, as well as senior citizens.
2. Incarcerated students will not pay any tuition or fees as stipulated by law.
3. High school students taking classes off campus (including Distance Education) at their respective high schools through articulation agreements/contracts in conjunction with their regularly scheduled high school classes will not pay student activity fees or accident insurance fees since they are participating as a direct part of their educational training through the Huskins Bill. However, these students may be required to pay any relevant fees and malpractice insurance relating to their program of study.
4. High school students taking college classes on campus as part of their daily high school schedule through articulation agreements/contracts will pay the accident insurance and any other relevant course/program fees including malpractice insurance relating to their

program of study. Student activity fees will not be charged since students are participating as a part of their regularly scheduled high school day.

5. All charges will be stipulated and approved in the articulation agreement/contract signed with a particular high school and copies will be given to Student Services and the Business Office for proper assessment of charges.
6. High school students taking courses through Montgomery Community College under the dual enrollment policy that are not as a direct result of an articulation agreement/contract are expected to pay tuition, student activities fees, and insurance fees required of all regular MCC campus students. These dual enrolled high school students must obtain permission to enroll at MCC as stipulated by law.

LAB FEES

Some classes and majors at MCC carry a lab fee charge. These fees are as follows:

Computer-Based Courses Requiring $5.00 Lab Fees: (not to exceed $15.00 per term)

ACC 150	Computerized General Ledger	CIS 165	Desktop Publishing I
CIS 169	Business Presentations	CIS 130	Survey of Operating Systems
CIS 110	Intro to Computer Science	CIS 120	Spreadsheet I
CIS 152	Database Concepts & Apps	CIS 217	Computer Training/Support
CIS 172	Intro to Internet	CIS 113	Computer Basics
CIS 115	Intro to Programming/Logic	MED 134	Medical Transcription
OSC 131	Keyboarding	OST 134	Text Entry & Formatting
OST 132	Keyboard Skill Building	OST 223	Machine Transcription
OST 136	Word Processing	OST 236	Adv. Word/Info Processing

Other Lab Fees

GSM 120	Gunsmithing Tools	$75.00
GSM 225	Gunmetal Refinishing	$15.00
GSM 111	Gunsmithing I	$25.00
MED 140	Exam Room Procedures I	$8.00
MED 150	Lab Procedures I	$10.00
Pottery		$35.00 per semester
Taxidermy		$20.00 per semester

Lab Fees are subject to change.

TEXTBOOKS & SUPPLIES

Textbooks and supplies are available through the CBA Bookstore on the MCC campus. Depending on the program of study, students can expect to pay between $200 and $300 for textbooks per term. Certain educational programs require the student to purchase books, uniforms, tools, and/or supplies to effectively complete the course and enter employment.

These costs vary according to the program in which the student is enrolled. A list of approximate costs and items needed can be provided by the department of interest. Purchase is directly related to the College's Policy of Ownership.

Policy of Ownership - All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the College. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION

Tuition and registration fees, set by the North Carolina State Board of Community Colleges and the General Assembly, are subject to change. ***Tuition and fees are payable at registration.***

Tuition for **full-time in-state** students carrying 14 or more semester hours credit during the Fall and Spring semesters will not exceed $280 per semester. Part-time, in-state students taking less than 14 semester hours credit will pay $20 per semester hour.

Tuition for **full-time out-of-state** students carrying 14 or more semester hours credit during the Fall and Spring Semesters will not exceed $2,282 per semester. Part-time out of state students taking less than 14 semester hours credit will pay $163 per semester hour.

Summer Session tuition for full-time, **in-state students** carrying nine or more semester hours credit will not exceed $180 per session. Part-time, in-state students taking less than nine semester credit hours will pay $20 per semester hour.

Summer Session tuition for full-time, **out-of-state students** carrying nine or more semester credit hours will not exceed $1,467 per session. Part-time, out-of-state students taking less than nine semester credit hours will pay $163 per semester hour.

North Carolina residents over the age of 65 years are exempt from tuition in accordance with Chapter 606 of the 1975 Session Laws. However, this tuition waiver does not apply when students over age 65 are enrolled under the Course Repetition Policy.

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

TUITION CLASSIFICATION (RESIDENCY)

A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 16-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

To qualify for in-state tuition, a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. **In order to be eligible for such classification, the individual must establish that his/her presence in the state during such twelve month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education;** further (1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Because a student lives in North Carolina for one year does not guarantee resident status has been met. The student must satisfy requirements set forth by the General Assembly of North Carolina and the State Residence Committee. A copy of these policies and procedures is available for review in Student Services.

TUITION REFUNDS

If a student has to withdraw from the College or drop a class(es), tuition refunds may be granted. Requests for tuition refunds must be made to Student Services.

(1) A tuition refund shall not be made except under the following circumstances:

(A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the Academic Calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to materialize due to insufficient enrollment.

(B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the term.

(C) For classes beginning at times other than the first week (seven calendar days) of the term, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

(D) Refunds are not permitted by law, under most circumstances, after the 10 percent point of the term.

Additionally, where a student, having paid the required tuition for a term dies during the term, (prior to or on the last day of examinations at the College the student was attending), all tuition and fees for the term may be refunded to the estate of the deceased. (Since a curriculum student is charged hour-for-hour up to 14 credit hours, a refund is not applicable unless the credit hours enrolled were reduced to less than 14.)

Tuition Refunds for Title IV (Financial Aid) Recipients. Students who are attending Montgomery Community College for the first time and who receive Title IV funds are subject to pro rata refund calculations as specified by the Department of Education. Should such a student withdraw on or before the 60 percent point of the enrollment period, the College will utilize either the current state policy or statutory pro rata refund (whichever calculates the larger refund).
Refunds on behalf of student financial aid recipients must be distributed in the following order (based on MCC's current Title IV Participation Agreement):

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Other student financial aid programs (Title IV)
4. Other federal, state, private or institutional sources of aid
5. The student

The Higher Education Amendments of 1998 have replaced all prior statutory language concerning the return of Title IV funds. These amendments are undergoing negotiated rulemaking at the time of this publication. The effective date of the new provisions will be October 7, 2000. The new provisions will be published in the *Montgomery Community College 2000 Financial Assistance Handbook.*

LAB & ACTIVITY FEE REFUNDS

Lab and/or activity fees collected at registration will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term. All lab and/or activity fees are non-refundable under any other circumstances unless a student withdraws from the College prior to the first day of classes. All student refunds will be disbursed two weeks from receipt in the Business Office.

FINANCIAL ASSISTANCE

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid Staff at MCC will attempt to meet the needs of all students, to the extent funding will permit, in an ethical manner.

Most financial assistance is awarded on the basis of demonstrated financial need. Though it is felt that the primary responsibility for financing post-secondary education rests with the student and his/her family, every effort is made to provide necessary supplemental funding to insure that no student is denied the opportunity to attend Montgomery Community College due to financial limitations. Strict confidentiality is maintained in regard to all aspects of financial assistance.

To apply for financial aid, students must complete the **Free Application for Federal Student Aid (FAFSA).** These forms are available in the Student Services Division.

Essentially, aid is packaged from the following sources: **Pell Grant, SEOG (Supplemental Grant), Federal Work Study and scholarships.** In addition, Vocational Rehabilitation and several specific scholarship awards are available through the Financial Aid Office. Financial assistance for child care services may be available to applicants who meet certain federal guidelines. Child care financial assistance is dependent upon available funding. The Financial Aid Staff is available to assist individuals with information or completion of application forms in connection with financial assistance. All Title IV (financial aid) recipients are responsible for following specific guidelines and regulations concerning Title IV programs. These specific guidelines and regulations are listed in the Financial Assistance Handbook.

VETERAN INFORMATION. MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be CERTIFIED to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting copies of transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. **Students cannot be certified to receive benefits until all transcripts have been received and evaluated.**

JOB TRAINING PARTNERSHIP ACT. The Job Training Partnership Act (JTPA) is a federally funded program designed to assist students that are determined to be economically disadvantaged individuals the opportunity to participate in a one- or two-year occupational training program through the Community College System. The purpose of the JTPA program is to discontinue the need for subsidized income by training individuals to successfully enter the workforce. If the student is eligible, the JTPA program will assist the student with tuition, fees, uniforms, special supplies, books, insurance, child care expenses and travel expenses. The program also provides additional services including counseling, career assessment, job development and job search assistance. To maintain eligibility, the student must maintain a grade point average of 2.0 or better in each semester that they are enrolled. In order to determine eligibility, all applicants must verify income for six months prior to application, supply proof of age (driver's license or birth certificate) and Social Security Number. By law, male applicants are required to submit proof of selective service registration. Strict confidentiality is maintained in regard to all aspects of the JTPA program..

STUDENT LIFE

Students at Montgomery Community College express educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed or retired. Many have family and job responsibilities. From this diversity of people, comes one common factor—each is an individual with a desire to learn.

Montgomery Community College offers a formal education in a relaxed atmosphere. Classrooms and restrooms are designed to be easily accessible to handicapped students. Two lounge areas are available where students may eat, relax, and visit with each other.

CAMPUS CRIME REPORT

Under the Student Right-to-Know and Campus Security Act, Montgomery Community College must report crime incidences in an annual security report that contains certain statistics, policies and a description of programs that promote campus safety. This report is on file and is available for review in the Office of the Vice President of Administrative Services.

CRIME	1995	1996	1997
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny	3	5	2
Motor vehicle theft	0	0	0
Murder	0	0	0
Rape	0	0	0
On-Campus Arrests			
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Weapons Possession Violations	0	0	0

CHILDREN ON CAMPUS

Due to insurance regulations, children are not allowed to accompany a parent to class nor to be left unattended on campus. The College assumes no liability for injuries incurred by children on campus.

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights should express their grievance in writing to their advisor with a copy going to the MCC Accounting Specialist. Should the complaint involve the advisor in such a way that the student feels he/she cannot take the complaint to the advisor, then the initial written complaint may be made directly to the Accounting Specialist. If the Accounting Specialist is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College AD HOC Compliance Committee. This committee is composed of the Vice President of Academic Affairs (for curriculum students) or the Vice President of Continuing Education & Community Services (for Continuing Education students) and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student should follow steps D and E under **Procedural Due Process** in the **Student Conduct and Code** section of the Student Handbook. Further appeals may be made directly to the Office of Civil Rights, U.S. Dept. Of Education, 101 Marietta Tower Suite 2300, Atlanta, GA 30323.

COUNSELING AND ASSESSMENT SERVICES

Counseling and assessment services are designed to give professional assistance to students. **Information concerning entrance and graduation requirements, financial assistance, employment trends, job opportunities, transfer opportunities, labor market information, student activities, and appropriate referral to support agencies are some of the services provided.**

Additionally, Montgomery Community College offers effective and comprehensive **Career Center** services to its students, alumni and citizens in the community. These services include academic vocational assessment, career planning and development, job seeking/retention and employment referrals, and career counseling. Students, alumni and citizens in the community should be able to make informed career decisions and develop well-organized job portfolios with the assistance of the Career Center Staff. The Career Center houses a library of current occupational and educational information, books, pamphlets, videos, and computer-assisted career planning and employment-related information.

While students may receive services and assistance from JTPA, the College has also coordinated additional JobLink services with the Employment Security Commission (ESC), Department of Social Services (DSS with WorkFirst); Vocational Rehabilitation (VR), and Montgomery County Schools (JobReady/School-to-Work) program.

Counseling services are designed to give professional assistance to students with academic, career and life skills, and personal concerns.

Academic counseling is provided to assist students in understanding the various types of curriculum programs that are available at the College. Clarification of program qualifications and prerequisites are carefully explained.

Career and personal/life skills counseling is provided to assist students in career/decision-making skills, job-seeking skills, employment referrals, assessment and testing, and personal/life skills. These specific services are provided by the professional Counselor in the Career Center. Students are encouraged to visit the Counselor when life concerns occur which could affect their progress in school. All individual sessions are confidential.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the Registrar.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for auditing or accrediting organizations. The Director of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. MCC does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services administrative staff only.

FIRST AID

First Aid kits are located in Student Services. Accidents which happen in class should be reported to the instructor. Otherwise, accidents should be reported to the Student Services Office.

HOUSING

Since the College has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use student bulletin boards, local newspapers, and a list of local Realtors as tools in obtaining housing.

ORIENTATION

All new students are expected to participate in an orientation program conducted by the Student Services Staff. The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to discuss policies and regulations of the College. Topics may include: **calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, child care facilities, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, transitional studies program, high school and GED completion information (when applicable), SGA, catalog revisions, policies and procedures regarding educational records and privacy of those records, and procedural due process.**

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers and other visitors on campus. In addition, companies seeking to relocate or open new industries may have representatives visiting the campus. Therefore, although MCC students may dress informally, students are encouraged to be clean and dress properly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

Students are expected to conduct themselves like mature adults at all times. Violations are handled in accordance with policies set forth in the **STUDENT CODE**.

STUDENT GOVERNMENT ASSOCIATION

All curriculum students at Montgomery Community College are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participation in student government activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Director of Student Services, as well as the Administrative Cabinet at the College.

SGA Clubs & Organizations. There are various clubs and organizations at Montgomery Community College for students to join. Each club/organization has a faculty or staff advisor and an elected representative to the Student Government Association. These clubs/ organizations are:

Alpha Beta Chi (ABC-Early Childhood) Club
Business Technologies Club
Forestry Club
Literary Guild
Metal Engraving Society
Practical Nursing Club
Autobody Club
Epsilon Sigma Pi (ESP/EMS)
Gunsmithing Society
Medical Assisting Club
Pottery Club
Sigma Kappa Delta

More information on each club is available in the *Student Handbook.*

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

STUDENT SERVICES

The mission of Student Services is to provide high quality service to all students. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success in a broad sense is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment.

Student Services activities include: admissions, assessment, counseling (academic, career and personal), registration and records, financial aid, veterans assistance, public relations job placement and referral, transfer student assistance, recruiting and coordination of student activities.

TELEPHONES

Public telephones are located in the Student Lounge areas on first hall and third hall in Building 100. Callers should be considerate of fellow students and limit calls to ten minutes. NOTE: Only in cases of an emergency will messages be delivered to students in class.

TRANSCRIPTS

Upon written request, the College will provide students with copies of their academic and financial aid transcripts. Students may receive or have transmitted, copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) the student has an unpaid financial obligation to the College;

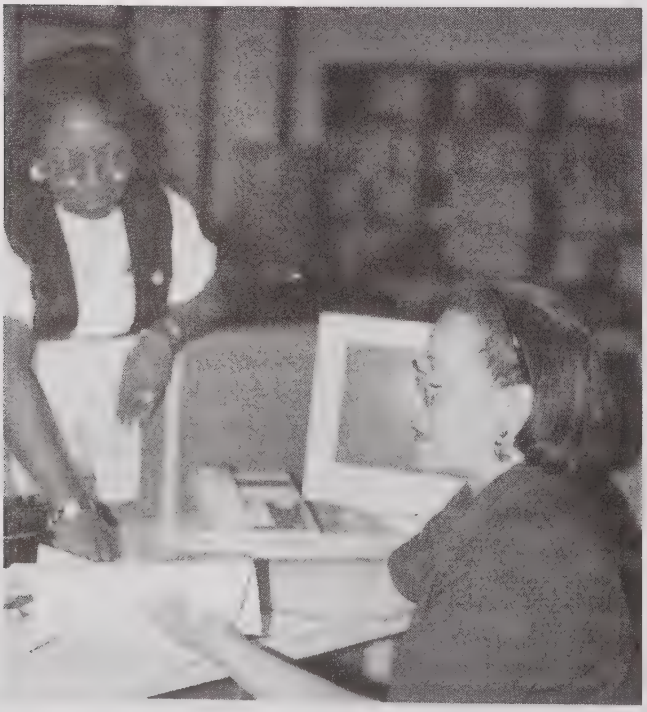
(2) the student has an overdue library book(s), equipment, or materials belonging to the College; and (3) there is an unresolved disciplinary action against the student.

TUTORIAL SERVICES

The College provides tutorial services for those students who may be at risk of academically failing a course. The referral process may occur under the following conditions:

(1) ***Instructor Referral*** -The instructor may refer a student to the Counselor for tutorial services based on the individual's academic performance in class.
(2) ***Student Referral*** -The student may refer themselves for tutorial services if they feel that they do not have a clear understanding of the course content, based on the results of the instructor's academic assessment.

Students interested in tutorial assistance should consult with the Counselor in the Career Center. Final authorization for tutorial services lies with the Director of Academic Programs.



Margo Gaddy, Counselor and Cynthia Kelly, Career Tracking Specialist are located in the Career Center. Margo is available for academic and personal student counseling while Cynthia assists with Career Center services in the evenings.

Academic Information & Policies

ACADEMIC ADVISORS

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing and multifaceted, and is the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may no longer be used to compute the student's GPA.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per term. Average full-time enrollment for most students will vary between 16 and 21 hours of credit. Students who wish to carry more than 22 credit hours must have prior approval from their academic advisor unless their curriculum requirements, as stated in the Catalog, require more than 22 hours in a particular term. This includes all credit hours from concurrent enrollment arrangements with other post secondary institutions. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor.

Each course listed is followed by a notation on the number of semester hours credit it carries. Normally, the number of semester hours earned is based on the number of class, laboratory, or shop hours spent under the supervision of the course instructor per week for the term. One semester hour credit is given for each hour of class per week; for each two hours of laboratory work per week; for each three hours of manipulative laboratory or shop per week; or for each ten hours of practicum per week. Contact hours are the number of actual hours a student is in attendance during one week.

ADVANCED STANDING

Montgomery Community College has established policies and procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved by the College but are not used in GPA calculation and will generate no grade points.

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS (AP). Advanced placement will allow a student to place into an advanced or higher level course. Students may earn credit for college-level placement courses based on completion of specified high school courses through articulation agreements with Montgomery Community College.

ARMED FORCES AND SERVICE SCHOOLS, PROFESSIONAL CERTIFICATION, AND EXPERIENTIAL LEARNING. Students desiring credits for experiences through the military service, professional certification, and experiential learning must do so through the Credit-By-Examination Policy. Students transferring credits from the Community College of the Air Force may do so in accordance with the Transfer of Credit Policy.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be allowed for up to 25 percent of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from the Admissions Officer or the Counselor.

CONTINUING EDUCATION UNITS (CEU's). Students desiring to transfer credits into the curriculum division from a course completed while enrolled in a Continuing Education Program at an accredited post-secondary institution may do so according to the following guidelines:

(1) The Student Services Staff will assess whether the courses or units are relevant to curriculum.

(2) Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.

(3) All passing grades (C or above) will be considered for credit. No CEUs will be used in computing the GPA.

(4) No more than 25 percent of the curriculum's total credit hours required for graduation can be continuing education units.

(5) Proficiency examinations may be required before CEU credits are awarded.

CREDIT-BY-EXAMINATION. A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. A student requesting this type of credit must follow specified guidelines. The student must:

(1) Register for the course according to regular registration procedures set forth by the College.

(2) Complete the Application for Credit-By-Examination unless the course has been given prior approval to be administered on an individual or group basis.

(3) Submit the completed application to the appropriate departmental chairperson or lead instructor and Director of Academic Programs.

(4) Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination ***must*** be completed by the 10 percent reporting date of the term of application for credit to be awarded.

(5) Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.

(6) The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of "F," "D," or "I," for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS

Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a "C" may be transferred. All course credit will be evaluated on merit and relevance. Course credit over ten (10) years old must be approved by the Vice President of Academic Affairs & Student Services or his designee.

For Practical Nursing students, major courses and Anatomy and Physiology credits must have been completed within the last three (3) years to be considered for credit. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Director of Student Services.

ADVERSE WEATHER POLICY (MCC CLOSING)

Should it be necessary to close the College due to severe or adverse weather conditions, the announcements will be made on the radio and television stations listed below. (Note: severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes.)

TV Channels:

WFMY 2	Greensboro
WBTV 3	Charlotte
WRAL 5	Raleigh
WGHP 8	Greensboro/High Point
WSOC 9	Charlotte

Radio Stations:

WJRM 13.90 AM	Troy	WSPC 101.0 AM	Albemarle
WZKY 158.0 AM	Albemarle	WABZ 100.9 FM	Albemarle
WQMG 97.1 FM	Greensboro	WMAG 99.5 FM	Greensboro
WHSL 100.3 FM	Greensboro	WSOC 103.7 FM	Charlotte

Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system.

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. All absences will be evaluated by the instructor of the class

which the student has missed. Individual instructors will determine whether absences are excused or unexcused. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. **To receive credit for a course, a student must attend 80 percent of class and 80 percent of lab hours. When absences total more than 20 percent of the total contact hours for the course, a student *will be dropped* from a class.** If extenuating circumstances exist, the drop may be waived by the Director of Student Services.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20 percent of the class.

Instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

CATALOG OF RECORD

Effective with Summer Session 1997, MCC began operating on a semester system. Fall and Spring semesters are each sixteen (16) weeks in length. Summer Sessions are eight to ten (8-10) weeks in length.

Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100 percent tuition refunds in the event of class or program cancellations or students may choose another class or program.

COURSE REPETITION POLICY

A student may repeat courses in which he/she has earned a grade below a "C" in an effort to earn a higher grade or raise the overall GPA. The higher of the grades will be used as the grade of record in computing the cumulative GPA. All grades received will remain on the student's transcript.

A student may repeat for credit or audit a course that he/she has completed with a grade of "C" or higher. However, the course must not have been taken more than once in a five year period. A course may not be taken twice during the same term on either a credit or an audit basis. However, a student may add to his/her mastery of course content by enrolling for the class upon recommendation of the instructor and approval of the Vice President of Academic Affairs and Student Services or his designee. Regular tuition charges apply for students repeating the class excessively and the College will not report membership hours. Any student who has completed a course with a grade of "C" or better may not displace a new student for the course.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25 percent of the total number of credit hours required for graduation in a particular program **must** be taken at Montgomery Community College. No more than 75 percent of required credit hours can be accepted as transfer credit.

COURSE SUBSTITUTION POLICY

Substitution courses must be approved by the appropriate departmental chairperson or the Vice President of Academic Affairs and Student Services or his designee. Course substitutions by students will be very limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25 percent of the credit hours required for graduation.

EVENING PROGRAMS

The College offers evening programs which include many of the credit courses offered during the day hours, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining. The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the "Grade-Point Average" or GPA. To determine the GPA, numerical values called "grade points" (or "quality points") are assigned to each grade. Grade points are assigned for each letter so that a GPA can be calculated. A letter grade is used to indicate the quality of a student's work in a course. The grading systems is as follows:

GRADE	EXPLANATION	QUALITY POINTS PER CREDIT HOUR
A (93-100)	Outstanding	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
I	Incomplete	No Credit
W	Official Withdrawal	No Credit
AU	Audit of a Course	No Credit
CE	Credit by Proficiency Exams	
S	Satisfactory Progress	
U	Unsatisfactory	
CT	Credit by Transcript	(Transfer Credit)
NG	No Grade Issued by Instructor	No Credit
*	An asterisk immediately following a grade indicates that the course is not applicable to the student's current program of study, that the course has been repeated, or that the grade was earned in a transitional course. These grades are not included in the totals for GPA calculations.	

Marks of AU, CE and CT are not considered as credit hours attempted nor are quality points awarded. The mark of CE will result in the recording of proper credit hours according to the course's assigned value. Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to an "F," unless additional time is granted by the instructor. Incomplete grades will not be considered for credit hours attempted until the grade is change by the instructor or is reverted to an "F" due to lack of proper action by the student. When removing an incomplete grade, students should not re-register for the course but work with the instructor on an open-lab basis.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures will be followed by students who desire to contest a grade.

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate departmental chairperson or lead instructor.
3. A final review may be made by the Vice President of Academic Affairs and Student Services or his designee in consultation with all individuals involved. If

the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the College, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

A student must:

1. Satisfy course requirements by completing at least 25 percent of the major courses in a degree, diploma or certificate program as a student at MCC.
2. Be enrolled at MCC during the term for which program requirements are completed. This may be waived only when extenuating circumstances exist and with the approval of the Director of Student Services and the appropriate instructor.
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
4. Possess an overall 2.00 GPA.
5. Remove all financial obligations to MCC.
6. Associate degree students must satisfy the reading competency specified by the College.

HONORS AND AWARDS

ALL-USA ACADEMIC TEAM. The All-USA Academic Team includes students who are pursuing an Associate of Arts, Associate of Science or Associate of Applied Science degree. Students must have a cumulative grade-point average of not less than 3.25. Two students are eligible for nomination each academic year.

ALL-AMERICAN SCHOLAR PROGRAM. The All-American Scholar program includes students who have earned a 3.30 or higher grade point average. Students are nominated by faculty and Student Services staff.

DEAN'S LIST. The Dean's List is composed of students who are enrolled for at least 12 semester hours credit and earn a GPA of at least 3.00 for the term with no incomplete grades and no grade lower than a "B."

MINORITY LEADERSHIP AWARDS. The National Collegiate Minority Awards includes students who have demonstrated dependability, citizenship, leadership, enthusiasm,

responsibility and support of his/her College. A minimum grade point average of 3.00 is required. Students are recommended by faculty and Student Services staff.

NATIONAL DEAN'S LIST. This is a national foundation which recognizes outstanding students. Students awarded this distinction are eligible for the foundation's scholarships. Students are nominated by the Registrar and must complete a biographical data form before they are officially inducted into the National Dean's List Foundation.

PRESIDENT'S LIST. The President's List is composed of students who are enrolled for at least 12 semester hours credit and earn a GPA of 4.00 for the term with no incomplete grades.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. Students are chosen for nomination to Who's Who on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Montgomery Community College, and potential for future achievement.

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, departmental chairperson and the Director of Academic Programs. Completed applications should be submitted to the Registrar at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class.

The student's registration form will show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid are not eligible for independent study for pay purposes except when approved for special study in transitional studies courses.

INMATE EDUCATION

Montgomery Community College offers educational programs and courses to the residents of the local prison system. The local system includes Southern Correctional Institution and Montgomery Correctional Center.

REGISTRATION

Montgomery Community College operates on the semester system with each term being sixteen (16) weeks in length (excluding holidays) and except Summer Sessions, which are eight to ten (8-10) weeks in length. Courses are offered as outlined in each program area. Each individual must officially register for each class he/she attends. Registration is held at designated times each term as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures.

Registration is not complete until all fees are paid or deferred by the Business Office and the student obtains a receipt from the Business Office. The receipt and registration form must be presented to each instructor upon enrolling in any class. No person can participate in or attend any class unless he/she is officially registered for the class.

SOCIAL SECURITY NUMBERS

Social Security Numbers are used for the purpose of identification only. Students desiring that their Social Security Number not be used for this purpose, should contact the Registrar. A number will be assigned in lieu of the Social Security Number. Please note that this assigned number will be used on all academic records including transcripts, registration forms and grade reports.

STANDARDS GOVERNING STUDENT ENROLLMENT

ACADEMIC STANDARDS OF PROGRESS. Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's GPA for that term and his/her cumulative GPA are examined. *Special Standards of Progress for Emergency Medical Science, Practical Nursing, and Medical Assisting students are published in the* ***Emergency Medical Science Handbook, Medical Assisting Technology Handbook, and Practical Nursing Handbook.****. These standards replace those for curriculum students.*

GRADE POINT AVERAGE TO DETERMINE STANDARDS OF PROGRESS.
The Grade Point Average is computed by dividing the total quality points earned by the total credit hours attempted. A student whose GPA falls below the standard listed in the following chart will be placed on academic probation.

Attempted Credit Hours	Degree & Diploma Programs	Associate in Arts & Sciences & Certificate Programs
1 - 18	1.00	2.00
19-35	1.50	
36+	2.00	

To satisfy graduation requirements, a 2.00 cumulative GPA is required for A.A., A.S., A.G.E., A.A.S., diploma and certificate programs.

Satisfactory Academic Progress for Financial Aid. Financial aid recipients must meet satisfactory progress standards that are both **qualitative and quantitative**. These standards are governed by the U.S. Department of Education and Montgomery Community College.

Qualitative measurement of satisfactory progress. Each financial aid recipient must abide by the currently approved institutional policy of satisfactory progress published in the Catalog. Students failing to obtain the required GPA in any term will be placed on financial aid probation. Students receiving financial aid must progress toward successful program completion at an acceptable rate. The maximum time frame for program completion for all financial aid recipients may not exceed 150 percent of the published length of the program measured in credit hours. For example, if a program requires 60 credit hours to complete, the student will be allowed 90 credit hours to complete the program and still receive financial aid. Students receiving Federal financial assistance will be allowed to pursue one major and one minor simultaneously. However, the standards of satisfactory progress must be met for each program and will be evaluated each term.

Quantitative measurement of satisfactory progress. To insure that each financial aid recipient is progressing toward successful program completion, each student is required to complete 67 percent of all credit hours attempted. Credit hours attempted and completed will be evaluated at the end of each term. All hours attempted will be counted including grades of Incomplete, Withdrawal (after the published drop/add date), repetitions, credit-by-exam and transfer credits from other institutions. Transitional courses numbered below 100 are not included in the quantitative measure. Financial aid students may attempt a total of 30 semester hours in transitional course work if testing indicates need. Financial aid students should request all transcripts from other institutions that they have attended. Students on financial aid probation may have their funds held until the end of the probation term.

Students failing to meet the standards of academic progress (both qualitative and quantitative) may receive financial assistance for one additional term while on financial aid probation, but must meet the standards by the end of that term. Students on financial aid probation who do not maintain satisfactory academic progress are subject to suspension or termination of their financial assistance. Students wishing to appeal a financial aid probation status or a suspension/termination of financial assistance must follow the Appeals Process for Academic Probation and Suspension as outlined in the College Catalog.

ACADEMIC PROBATION. Students whose academic progress is unsatisfactory as determined by the cumulative GPA will be placed on academic probation. Students on academic probation are required to consult with a counselor and may be required to reduce their course load, repeat courses, or register for transitional studies classes to strengthen their educational background. Students failing to see a counselor by the end of the term in which they are notified of probationary status will not be allowed to re-enroll for the next term. Students may remove themselves from academic probation by re-establishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION. Each term students remain on academic probation, they must earn at least a "C" average or better until the GPA standard is met. Failure to earn this average may result in academic suspension for a period of at least one term. For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The Student Services Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION. The Grade Contesting Policy should be followed to prevent future academic probation/suspension action. This is the first step in the appeals process for academic probation and suspension policies.

At the discretion of the Counselor and with concurrence of the appropriate advisor, students may request a waiver of the one term suspension to continue studies, provided the Counselor and advisor determine the need for additional time for proper adjustment to the academic environment.

REINSTATEMENT FROM ACADEMIC SUSPENSION. Students must make a written request for reinstatement after having been on suspension for a minimum of one term. For the term following reinstatement, students must take the appropriate course work determined by the Counselor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated by the Counselor. Entry into another program of study during a suspension period may be approved only by the Student Services Counselor. No student may be reinstated from academic suspension more than two times over any consecutive three year period in the same program of study.

TRANSFER OPPORTUNITIES

COMPREHENSIVE ARTICULATION AGREEMENT. In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the State Board of Community Colleges have developed and approved a Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. It applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina System. These courses are identified in the *Course Description* section.

ARTICULATION AGREEMENTS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS. Montgomery Community College also has formal transfer agreements with many other public and private four-year colleges and universities. Courses from these

institutions are *not* addressed in the Comprehensive Articulation Agreement and are considered on an individual basis with each private institution.

Note: Each institution has its own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult a counselor at MCC and the Admission Office at the senior institution for additional information and assistance.

Additionally, some senior institutions maintain a cumulative grade point average (GPA) for their students. Therefore, any grade earned at MCC may possibly be considered in computing a GPA at any senior institution. Additionally, grades lower than "C" may disqualify students from consideration under the terms of the Comprehensive Articulation Agreement (CAA) and grade point averages will be computed again by the senior institution. For final approval of courses to be transferred from MCC, students should ***consult with the institution that they plan to transfer to prior to registering for the course at MCC.***

TRANSITIONAL STUDIES CLASSES

The Transitional Studies classes at the College provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer- assisted review sessions.

The Transitional Studies classes address four specific functions of support: (1) **College Preparatory Courses** are for students who are under-prepared to enter college-level courses. Entry into and exit from these classes is determined through standardized testing. The program provides specialized courses for students who need to improve their basic skills in order to perform at the level required for admission to degree, diploma, and certificate programs. The student pays tuition for preparatory studies classes (classes with a course number below 100), but receives no credit toward graduation. (2) **Transitional Studies Courses** are for students exiting college preparatory courses and entering college-level English, math and reading; (3) **Supplemental Laboratory Studies** are for students experiencing difficulty in college-level course work; and (4) **Deficiency Courses** are those necessary for students completing course requirements for entry into a specific curriculum.

Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Registration into the above classes will be during the regularly scheduled registration period as published in the Academic Calendar. After registration, curriculum students may add one of these classes any time prior to the 10 percent reporting period. After the 10 percent reporting period, curriculum students may only receive special assistance by registering for courses through the Learning Center.

UNOFFICIAL DROP BY INSTRUCTOR

State policy requires that a student must be dropped when the student gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. Also, a student may be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may be readmitted through Student Services. Permission to re-enroll will be given only with approval of the instructor. Absences must have been for a good reason and personal contact with the instructor must have been made to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor. The grade issued for classes from which the student has been **unofficially dropped** is "F." Students may remove the grade of "F" by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete an official withdrawal form in Student Services. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to re-enroll, and transfer credits. No student will be allowed to officially withdraw from any classes after the term has ended.

- *Failure to officially withdraw* may result in a grade of "F" for the student on all courses for which he/she is enrolled.
- If a student completes the *Official Withdrawal* process, the student may be given a grade of "W" for his/her class(es). Quality points will not be computed nor credit given.
- A student who withdraws from a course or the College *after mid-term* may be given a grade of "F' on all courses. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Director of Student Services must approve the waiver of the grade of "F."

Student Services Staff, ready to serve you.

Curriculum Programs of Study

ASSOCIATE IN ARTS (A.A.)
ASSOCIATE IN SCIENCE (A.S.)

An Associate in Arts or an Associate in Science Degree consists of 64-65 Semester Hours Credit (SHC). The curricula are designed to parallel the freshman and sophomore level course work at a four-year college or university and to transfer toward a baccalaureate degree. These college transfer programs are part of the Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the institutions of the University of North Carolina.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

An Associate in Applied Science Degree consists of 64-76 SHC. Curriculum programs of study leading to an A.A.S degree are composed of collegiate level studies and are designed to prepare students for employment as technicians in semi-professional fields.

Some Associate in Applied Science Degree programs may transfer to certain four-year colleges or universities through special articulation arrangements between those institutions and Montgomery Community College.

DIPLOMA AND CERTIFICATE PROGRAMS

A diploma program consists of 36-48 SHC, and a certificate program consists of 12-18 SHC. These curricula are designed to prepare students for skilled or semi-skilled employment in a specific occupation. Diploma and/or certificate options are offered in some A.A.S. degree programs, and credits earned from these options may be applied toward the higher level credential. These options are noted in the individual program sections of this catalog.

GENERAL OCCUPATIONAL TECHNOLOGY

General Occupational Technology is an A.A.S. degree program consisting of 64-76 SHC. The program is individualized for students according to their occupational interests and needs. This program is designed to aid graduates in becoming more effective workers and becoming better qualified for advancement within their field of employment.

TRANSITIONAL STUDIES

Transitional studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum.

Transitional studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process.

Course Number	Course Name	Credit Hours
ENG 070	Basic Language Skills	3 SHC
ENG 080	Writing Foundations	4 SHC
ENG 090	Composition Strategies	3 SHC
ENG 090A	Composition Strategies Lab	1 SHC
MAT 050	Basic Math Skills	4 SHC
MAT 060	Essential Mathematics	4 SHC
MAT 070	Introductory Algebra	4 SHC
MAT 080	Intermediate Algebra	4 SHC

RED 070	Essential Reading Skills	4 SHC
RED 080	Intro to College Reading	4 SHC
RED 090	Improved College Reading	4 SHC
SCI 090	Skills for the Sciences	3 SHC

Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

DAY AND EVENING CREDENTIAL OPTIONS

Montgomery Community College offers students the opportunity to design a program of study which will best meet individual needs, schedules, and goals. Some academic programs offer both day and evening programs, and some offer students various credential options.

Academic Program	Schedule and Credential Options
Accounting (A25100)	Day (A.A.S. Degree) Evening (A.A.S. Degree)
Associate in Arts (A10100)	Day (A.A. Degree) Evening (A.A. Degree)
Associate in Science (A10400)	Day (A.S. Degree) Evening (A.S. Degree)
Autobody Repair (D60100)	Day (Diploma/Certificate) Evening (Certificate) *Evening certificate program offered based on student demand.
Basic Law Enforcement Training (C55120)	Certificate
Business Administration (A25120)	Day (A.A.S. Degree/Diploma/Certificate) Evening (A.A.S.Degree/Certificate/ Diploma) *Evening program can be completed in a minimum of 3 years.
Business Administration/Banking and Finance (A2512A)	Day (A.A.S. Degree) *To begin fall semester 1999 Pending State Board Approval
Criminal Justice Technology(A55180)	Day (A.A.S. Degree) Evening (A.A.S.Degree)

Curriculum Programs of Study

Early Childhood Associate (A55220)	Day (A.A.S.Degree/Certificates) Evening (Certificate) I. Early Childhood Instructional Certificate II. Early Childhood Business & Mgmt. Certificate *Early Childhood Instructional Certificate is a prerequisite to the Early Childhood Business and Management Certificate.
Electrical & Electronics Technology (A35220)	Day (A.A.S. Degree/Diploma/Certificate) Evening (Certificate)
Emergency Medical Science (A45340)	Day (A.A.S. Degree) Evening (A.A.S. Degree)
Forest Management Technology(A15200)	Day (A.A.S. Degree)
General Occupational Technology (A55280)	(Consult Advisor)
Gunsmithing (A30200)	Day (A.A.S. Degree/Diploma/Certificates) Evening(A.A.S.Degree/Diploma/ Certificates) I. Advanced Design and Repair II. Advanced Gunsmithing Technology *The Gunsmithing Diploma or completion of curriculum core is a prerequisite to the Advanced Gunsmithing Certificates.
Information Systems Technology (A25260)	Day (A.A.S. Degree/Diploma/Certificate) Evening (Diploma/Certificate)
Information Systems/Network Administration and Support (A2526D)	Day (A.A.S. Degree) *To begin fall semester 1999 Pending State Board Approval.
Medical Assisting (A45400)	Day (A.A.S. Degree)
Metal Engraving (D30240)	Day (Diploma/Certificate) Evening (Certificates) *Program offered based on student demand.
Office Systems Technology (A25360)	Day (A.A.S. Degree/Diploma/Certificate) Evening (Diploma/Certificate)
Practical Nursing (D45660)	Day (Diploma)

Professional Crafts: Clay (A30300)	Day (A.A.S. Degree/Diploma/Certificates) Evening (Certificates) I. Basic Clay Certificate II. Advanced Clay Certificate *The Basic Clay Certificate or approval by the program lead instructor is a prerequisite for the Advanced Clay Certificate.
Spanish Interpreter Education (A55370)	Day (A.A.S. Degree) *This Randolph Community College program is offered through a collaborative agreement on MCC campus.
Taxidermy (D30380)	Day (Diploma/Certificates) Evening (Certificates) I. Taxidermy: Mammal Certificate II. Taxidermy: Fish Certificate

ACCOUNTING
(A25100)
A.A.S. Degree

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

***Microsoft Certification Program**

Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office 97 Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft Office 97 Package into specific curriculum classes in the Business Technologies Department, including the Accounting curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Accounting Program students interested in Microsoft Certification should consult with the Business Technologies Department Chair or the Accounting Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS FOR ACCOUNTING
Day Program
A.A.S. Degree

			Class	Lab	Credit
Fall Semester					
ACC	120	Principles of Accounting I	3	2	4
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
ENG	111	Expository Writing	3	0	3
ENG	111A	Expository Writing Lab	0	2	1
OST	131	Keyboarding	1	2	2
		Total	**12**	**8**	**16**
Spring Semester					
ACC	150	Computerized General Ledger	1	2	2
ACC	121	Principles of Accounting II	3	2	4
ACC	129	Individual Income Taxes	2	2	3
BUS	115	Business Law I	3	0	3
BUS	121	Business Math	2	2	3
ENG	114	Professional Research and Reporting	3	0	3
		Total	**14**	**8**	**18**
Fall Semester					
ACC	220	Intermediate Accounting I	3	2	4
ACC	225	Cost Accounting	2	2	3
ECO	251	Principles of Microeconomics	3	0	3
HIS	114	Comparative World History	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MKT	120	Principles of Marketing	3	0	3
		Total	**17**	**4**	**19**
Spring Semester					
ACC	221	Intermediate Accounting II	3	2	4
BUS	225	Business Finance	2	2	3
or					
BUS	280	REAL Small Business	4	0	4
BUS	260	Business Communication	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
ENG	233	Major American Writers	3	0	3
or					
REL	221	Religion in America	3	0	3
OST	286	Professional Development	2	0	2
		Total	**16-18**	**2-4**	**18 - 19**

Total Semester Hours Credit Required for A.A.S. Degree in Accounting: 71 -72

COURSE REQUIREMENTS FOR ACCOUNTING
Evening Program
A.A.S. Degree

				Class	Lab	Credit
Fall Semester						
BUS	110	Introduction to Business		3	0	3
CIS	110	Introduction to Computers		2	2	3
ENG	111	Expository Writing		3	0	3
ENG	111A	Expository Writing Lab		0	2	1
OST	131	Keyboarding		1	2	2
			Total	**9**	**6**	**12**
Spring Semester						
BUS	115	Business Law I		3	0	3
BUS	121	Business Math		2	2	3
ENG	114	Professional Research and Reporting		3	0	3
			Total	**8**	**2**	**9**
Fall Semester						
ACC	120	Principles of Accounting I		3	2	4
HIS	114	Comparative World History		3	0	3
MAT	140	Survey of Mathematics		3	0	3
			Total	**9**	**2**	**10**
Spring Semester						
ACC	121	Principles of Accounting II		3	2	4
BUS	225	Business Finance		2	2	3
or						
BUS	280	REAL Small Business		4	0	4
			Total	**5-7**	**2-4**	**7-8**
Fall Semester						
ECO	251	Principles of Macroeconomics		3	0	3
MKT	120	Principles of Marketing		3	0	3
			Total	**6**	**0**	**6**
Spring Semester						
BUS	260	Business Communication		3	0	3
ECO	252	Principles of Microeconomics		3	0	3
ENG	233	Major American Writers		3	0	3
or						
REL	221	Religion in America		3	0	3
OST	286	Professional Development		2	0	2
			Total	**11**	**0**	**11**

Summer Sessions
After the second Spring Semester, the following accounting courses will be offered in rotating summer sessions:

ACC	220	Intermediate Accounting I		3	2	4
ACC	221	Intermediate Accounting II		3	2	4
			Total	**6**	**4**	**8**
ACC	129	Individual Income Taxes		2	2	3
ACC	150	Computerized General Ledger		1	2	2
ACC	225	Cost Accounting		3	0	3
			Total	**6**	**4**	**8**

Total Semester Hours Credit Required for A.A.S. Degree in Accounting: 71-72

Laura, Bobbie,*John, *Stephanie, and Casey work on REAL (Rural Entrepreneurship Through Action Learning) project with instructor, Daffie Matthews. REAL is a course offered on the MCC campus to *high school students through provisions of the Huskins Bill as well as to A.A.S. degree and diploma students.

ASSOCIATE IN ARTS
(A10100)
A.A. Degree
ASSOCIATE IN SCIENCE
(A10400)
A.S. Degree

The Associate in Arts and Associate in Science curricula are designed to parallel the freshman and sophomore level course work at a four-year college or the North Carolina University System and to transfer to these institutions toward a baccalaureate degree.

Montgomery Community College currently offers several pre-majors and will continue to expand transfer opportunities through articulation pre-major agreements with the Board of Governors of the University of North Carolina and individual program agreements with specific four year private colleges.

Note: Each institution has its own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult a counselor at MCC and the admission office at the senior institution for additional information and assistance.

Additionally, some senior institutions maintain a cumulative grade point average (GPA) for their students. Therefore, any grade earned at MCC may possibly be considered in computing a GPA at any senior institution. Further, grades lower than "C" may disqualify students from consideration under the terms of the Comprehensive Articulation Agreement (CAA), and grade point averages will be re-computed by the senior institution. For final approval of courses to be transferred from MCC, **consult with the institution you plan to transfer to prior to registering for the course at MCC.**

CURRICULUM STANDARDS FOR ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE PROGRAMS

The Associate in Arts and Associate in Science degrees are granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer courses. (Courses are approved for transfer through the Comprehensive Articulation Agreement. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.)

*General Education Core (44 SHC)**

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC)
Two courses in English composition are required. In addition, Montgomery Community College requires ENG 111A, Expository Writing Lab (1 SHC). This requirement may be waived if credit for ENG 111 has been earned prior to entry.

Humanities/Fine Arts (12 SHC)**
Four courses from at least three of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. At least one course must be a literature course.

Social/Behavioral Sciences (12 SHC)
Four courses from at least three of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

Natural Science/Mathematics (14 SHC)
Natural Sciences (8 SHC):

Associate in Arts: Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

Associate in Science: A two-course sequence in general biology, general chemistry, or general physics is required.

Mathematics (6 SHC):

Associate in Arts: At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics.

Associate in Science: At least one course in mathematics at the precalculus algebra level or above is required; the other course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science and statistics.

*Other Required Hours (20-21 SHC Electives)**

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. Work experience may be included up to 1 SHC for career exploration.

Associate in Arts: A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.
Associate in Science: A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, computer science, and/or other pre-major courses is required. The remaining hours may be selected from elective transfer courses.

Total Semester Hours Credit in Program: 64-65

** Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

*** 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature component.*

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS
Day and Evening Programs
A.A. Degree

			Class	Lab	Credit
Fall Semester					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
BIO	111	General Biology I	3	3	4
ENG	111	Expository Writing	3	0	3
+ENG	111A	Expository Writing Lab	0	2	1
HIS	131	American History I	3	0	3
MAT	171	Precalculus Algebra	3	0	3
		Total	**15**	**5**	**17**
Spring Semester					
BIO	112	General Biology II	3	3	4
MAT	151	Statistics I	3	0	3
ENG	113	Literature Based Research	3	0	3
HIS	132	American History II	3	0	3
*Elective (3 hours from approved list)			3	0	3
		Total	**14**	**5**	**16**
Fall Semester					
ENG	131	Introduction to Literature	3	0	3
PSY	150	General Psychology	3	0	3
*Electives (9- 10 hours from approved list)			9	0	9
		Total	**15**	**0**	**15**
Spring Semester					
ENG	243	Major American Writers	3	0	3
REL	221	Religion in America	3	0	3
SOC	210	Introduction to Sociology	3	0	3
*Electives (8-9 hours from approved list)			8	0	8
		Total	**17**	**0**	**17**
***Approved Electives for Associate in Arts**					
BIO	120	Introductory Botany	3	3	4
BIO	130	Introductory Zoology	3	3	4
BIO	140	Environmental Biology	3	0	3
BIO	140A	Environmental Biology Lab	0	3	1
BIO	165	Anatomy & Physiology I	3	3	4
BIO	166	Anatomy & Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3

CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
COM	231	Public Speaking	3	0	3
ECO	251	Prin. of Microeconomics	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	243	Major British Writers	3	0	3
ENG	261	World Literature I	3	0	3
ENG	262	World Literature II	3	0	3
ENG	271	Contemporary Literature	3	0	3
FRE	111	Elementary French I	3	0	3
FRE	112	Elementary French II	3	0	3
FRE	211	Intermediate French I	3	0	3
GEO	111	World Regional Geography	3	0	3
HIS	114	Comparative World History	3	0	3
HIS	121	Western Civilization I	3	0	3
HIS	122	Western Civilization II	3	0	3
HIS	162	Women and History	3	0	3
HIS	167	The Vietnam War	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	165	Finite Mathematics	3	0	3
MAT	172	Precalculus Trigonometry	3	0	3
MAT	263	Brief Calculus	3	0	3
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
POL	120	American Government	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3
REL	110	World Religions	3	0	3
REL	211	Intro. to Old Testament	3	0	3
REL	212	Intro. to New Testament	3	0	3
SOC	213	Sociology of the Family	3	0	3
SPA	111	Elementary Spanish I	3	0	3
SPA	112	Elementary Spanish II	3	0	3
SPA	211	Intermediate Spanish I	3	0	3
SPA	212	Intermediate Spanish II	3	0	3

Total Semester Hours Credit Required for Associate in Arts Degree: 64-65

+ Required course at MCC; does not count toward graduation requirements.

COURSE REQUIREMENTS
FOR ASSOCIATE IN SCIENCE
Day and Evening Program
A.S. Degree

			Class	Lab	Credit
Fall Semester					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
BIO	111	General Biology I	3	3	4
ENG	111	Expository Writing	3	0	3
+ENG	111A	Expository Writing Lab	0	2	1
HIS	131	American History I	3	0	3
MAT	171	Precalculus Algebra	3	0	3
		Total	**15**	**5**	**17**
Spring Semester					
BIO	112	General Biology II	3	3	4
ENG	113	Literature Based Research	3	0	3
HIS	132	American History II	3	0	3
MAT	172	Precalculus Trigonometry	3	0	3
*Elective (3 hours from approved list)			3	0	3
		Total	**14**	**5**	**16**
Fall Semester					
CHM	151	General Chemistry I	3	3	4
ENG	131	Introduction to Literature	3	0	3
MAT	263	Brief Calculus	3	0	3
PSY	150	General Psychology	3	0	3
*Elective (3 hours from approved list)			3	0	3
		Total	**15**	**3**	**16**
Spring Semester					
CHM	152	General Chemistry II	3	3	4
MAT	151	Statistics I	3	0	3
ENG	233	Major American Writers	3	0	3
REL	221	Religion in America	3	0	3
SOC	210	Introduction to Sociology	3	0	3
		Total	**15**	**3**	**16**
***Approved Electives for Associate in Science**					
BIO	120	Introductory Botany	3	3	4
BIO	130	Introductory Zoology	3	3	4
BIO	140	Environmental Biology	3	0	3
BIO	140A	Environmental Biology Lab	0	3	1

BIO	165	Anatomy & Physiology I	3	3	4
BIO	166	Anatomy & Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3
COM	231	Public Speaking	3	0	3
ECO	251	Prin. of Microeconomics	3	0	3
ENG	231	American Literature I	3	0	3
ENG	232	American Literature II	3	0	3
ENG	241	British Literature I	3	0	3
ENG	242	British Literature II	3	0	3
ENG	243	Major British Writers	3	0	3
ENG	261	World Literature I	3	0	3
ENG	262	World Literature II	3	0	3
ENG	271	Contemporary Literature	3	0	3
FRE	111	Elementary French I	3	0	3
FRE	112	Elementary French II	3	0	3
FRE	211	Intermediate French I	3	0	3
GEO	111	World Regional Geography	3	0	3
HIS	114	Comparative World History	3	0	3
HIS	121	Western Civilization I	3	0	3
HIS	122	Western Civilization II	3	0	3
HIS	162	Women and History	3	0	3
HIS	167	The Vietnam War	3	0	3
MAT	140	Survey of Mathematics	3	0	3
MAT	165	Finite Mathematics	3	0	3
MAT	271	Calculus I	3	2	4
MAT	272	Calculus II	3	2	4
PHY	151	College Physics I	3	2	4
PHY	152	College Physics II	3	2	4
POL	120	American Government	3	0	3
PSY	241	Developmental Psychology	3	0	3
PSY	281	Abnormal Psychology	3	0	3
REL	110	World Religions	3	0	3
REL	211	Intro. to Old Testament	3	0	3
REL	212	Intro. to New Testament	3	0	3
SOC	213	Sociology of the Family	3	0	3
SPA	111	Elementary Spanish I	3	0	3
SPA	112	Elementary Spanish II	3	0	3
SPA	211	Intermediate Spanish I	3	0	3
SPA	212	Intermediate Spanish II	3	0	3

Total Semester Hours Credit Required for Associate in Science Degree: 64-65

+Required course at MCC; does not count toward graduation requirements.

PRE-MAJOR ARTICULATION AGREEMENTS

Graduates of Montgomery Community College who plan to transfer to a North Carolina University for the baccalaureate degree may choose to seek an Associate in Arts Pre-Major or an Associate in Science Pre-Major. Montgomery Community College offers the following pre-majors:

Associate in Arts Pre-Major: History
Associate in Arts Pre-Major: Psychology
Associate in Arts Pre-Major: Nursing
Associate in Arts Pre-Major: Social Science Secondary
Associate in Arts Pre-Major: Sociology
Associate in Science Pre-Major: Biology and Biology Education

Additional pre-major opportunities may be offered as articulation agreements between the community colleges and North Carolina universities as finalized.

Note: Each institution has its own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult a counselor at MCC and the admission office at the senior institution for additional information and assistance.

Additionally, some senior institutions maintain a cumulative grade point average (GPA) for their students. Therefore, any grade earned at MCC may possibly be considered in computing a GPA at any senior institution. Further, grades lower than "C" may disqualify students from consideration under the terms of the Comprehensive Articulation Agreement (CAA), and grade point averages will be re-computed by the senior institution. For final approval of courses to be transferred from MCC, **consult with the institution you plan to transfer to prior to registering for the course at MCC.**

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS PRE-MAJOR: HISTORY (A1010H)

General Education Core (45 SHC)			Class	Lab	Credits
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3
Humanities/Fine Arts (12 SHC)					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
ENG	131	Introduction to Literature	3	0	3
REL	221	Religion in America	3	0	3
COM	231	Public Speaking	3	0	3
Social/Behavioral Sciences (12 SHC)					
HIS	121	Western Civilization I	3	0	3
HIS	122	Western Civilization II	3	0	3
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Natural Science/Mathematics (14 SHC)					
BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
MAT	171	Precalculus Algebra	3	0	3
MAT	151	Statistics I	3	0	3
Other Required Hours					
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3

An additional 14 to 15 SHC must be chosen from the list of approved electives for Associate in Arts . These additional elective courses must not have been used to satisfy other required hours.

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS PRE-MAJOR: NURSING (A1010I)

General Education Core (45 SHC)			Class	Lab	Credits
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3
Humanities/Fine Arts (12 SHC)					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
ENG	131	Introduction to Literature	3	0	3
REL	221	Religion in America	3	0	3
ENG	233	Major American Writers	3	0	3
Social/Behavioral Sciences (12 SHC)					
HIS	121	Western Civilization I	3	0	3
PSY	150	General Psychology	3	0	3
PSY	241	Developmental Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Natural Science/Mathematics (14 SHC)					
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
MAT	171	Precalculus Algebra	3	0	3
MAT	151	Statistics I	3	0	3
Other Required Hours					
PSY	281	Abnormal Psychology	3	0	3
SOC	213	Sociology of the Family	3	0	3
BIO	165	Anatomy & Physiology I	3	3	4
BIO	166	Anatomy & Physiology II	3	3	4
BIO	175	General Microbiology	2	2	3

An additional 3 SHC must be chosen from the list of approved electives for Associate in Arts. These additional elective courses must not have been used to satisfy other required hours.

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS PRE-MAJOR: SOCIAL SCIENCE SECONDARY EDUCATION (A1010M)

General Education Core (45 SHC)			Class	Lab	Credits
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3
Humanities/Fine Arts (12 SHC)					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
ENG	131	Introduction to Literature	3	0	3
REL	221	Religion in America	3	0	3
ENG	233	Major American Writers	3	0	3
Social/Behavioral Sciences (12 SHC)					
HIS	121	Western Civilization I	3	0	3
HIS	122	Western Civilization II	3	0	3
POL	120	American Government	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Natural Science/Mathematics (14 SHC)					
BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
MAT	171	Precalculus Algebra	3	0	3
MAT	151	Statistics I	3	0	3
Other Required Hours					
GEO	111	World Regional Geography	3	0	3
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
ECO	251	Principles of Microeconomics	3	0	3

An additional 8 to 9 SHC must be chosen from the list of approved electives for Associate in Arts. These additional elective courses must not have been used to satisfy other required hours.

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS PRE-MAJOR: PSYCHOLOGY (A1010L)

General Education Core (45 SHC)			Class	Lab	Credits
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3
Humanities/Fine Arts (12 SHC)					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
ENG	131	Introduction to Literature	3	0	3
REL	221	Religion in America	3	0	3
ENG	233	Major American Writers	3	0	3
Social/Behavioral Sciences (12 SHC)					
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Natural Science/Mathematics (14 SHC)					
BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
MAT	171	Precalculus Algebra	3	0	3
MAT	151	Statistics I	3	0	3

An additional 20 to 21 SHC must be chosen from the list of approved electives for Associate in Arts. These addidtional elective courses must not have been used to satisfy other required hours.

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS PRE-MAJOR: SOCIOLOGY (A1010N)

General Education Core (45 SHC)			Class	Lab	Credits
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3
Humanities/Fine Arts (12 SHC)					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
ENG	131	Introduction to Literature	3	0	3
REL	221	Religion in America	3	0	3
ENG	233	Major American Writers	3	0	3
Social/Behavioral Sciences (12 SHC)					
HIS	131	American History I	3	0	3
SOC	213	Sociology of the Family	3	0	3
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Natural Science/Mathematics (14 SHC)					
BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
MAT	171	Precalculus Algebra	3	0	3
MAT	151	Statistics I	3	0	3

An additional 20 to 21 SHC must be chosen from the list of approved electives for Associate in Arts. These additional elective courses must not have been used to satisfy other required hours.

COURSE REQUIREMENTS FOR ASSOCIATE IN SCIENCE PRE-MAJOR: BIOLOGY AND BIOLOGY EDUCATION (A1040A)

General Education Core (45 SHC)			Class	Lab	Credits
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature Based Research	3	0	3
Humanities/Fine Arts (12 SHC)					
ART	111	Art Appreciation	3	0	3
or					
MUS	110	Music Appreciation	3	0	3
ENG	131	Introduction to Literature	3	0	3
REL	221	Religion in America	3	0	3
ENG	233	Major American Writers	3	0	3
Social/Behavioral Sciences (12 SHC)					
HIS	131	American History I	3	0	3
HIS	132	American History II	3	0	3
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
Natural Science/Mathematics (14 SHC)					
CHM	151	General Chemistry I	3	3	4
CHM	152	General Chemistry II	3	3	4
MAT	171	Precalculus Algebra	3	0	3
MAT	151	Statistics I	3	0	3
Other Required Hours					
BIO	120	Introductory Botany	3	3	4
BIO	111	General Biology I	3	3	4
BIO	112	General Biology II	3	3	4
PHY	151	College Physics I	3	3	4
PHY	152	College Physics II	3	3	4

AUTOBODY REPAIR
(D60100)
Diploma/Certificate

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

**Note: The Autobody Repair Evening Certificate Program is offered based on student demand.*

COURSE REQUIREMENTS FOR AUTOBODY REPAIR
Day Program
Diploma/Certificate

			Class	Lab	Credit
Fall Semester					
+ AUB	111	Painting and Refinishing I	2	6	4
+ AUB	121	Non-Structural Damage I	1	4	3
+ AUB	131	Structural Damage I	2	4	4
+ AUB	134	Autobody MIG Welding	1	4	3
MAT	101	Applied Mathematics I	2	2	3
		Total	**8**	**20**	**17**
Spring Semester					
AUB	112	Painting and Refinishing II	2	6	4
AUB	122	Non-Structural Damage II	2	6	4
AUB	136	Plastics and Adhesives	1	4	3
BUS	230	Small Business Management	3	0	3
or					
BUS	280	REAL Small Business	4	0	4
CIS	113	Computer Basics	0	2	1
ENG	101	Applied Communications I	3	0	3
		Total	**11-12**	**18**	**18-19**
Summer Session					
AUB	114	Special Finishes	1	2	2
AUB	132	Structural Damage II	2	6	4
		Total	**3**	**8**	**6**

Total Semester Hours Credit Required for Autobody Repair Diploma: 41 - 42

+ Total Semester Hours Credit Required for Autobody Repair Certificate: 14

COURSE REQUIREMENTS FOR AUTOBODY REPAIR
Evening Program
Certificate

				Class	Lab	Credit
Fall Semester						
AUB	121	Non-Structural Damage I		1	4	3
AUB	134	Autobody MIG Welding		1	4	3
			Total	**2**	**8**	**6**
Spring Semester						
AUB	111	Painting & Refinishing I		2	6	4
Summer Session						
AUB	131	Structural Damage I		2	4	4

Total Semester Hours Credit Required for Autobody Repair Certificate: 14

BASIC LAW ENFORCEMENT TRAINING
(C55120)
Certificate

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes topics and methods of instruction mandated by the State Commission. General subjects include criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriff's Education and Training Standards Commission.

COURSE REQUIREMENTS
FOR BASIC LAW ENFORCEMENT TRAINING
Day and Evening Programs
Certificate

Spring Semester			Class	Lab	Credit
CJC	100	Basic Law Enforcement Training	9	27	18

** Subject to change based on State Board of North Carolina Community College mandates.*

Total Semester Hours Credit Required for Basic Law Enforcement Training Certificate: 18

BUSINESS ADMINISTRATION
(A25120)
A.A.S. Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for life-long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

***Microsoft Certification Program**

Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office 97 Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft Office 97 Package into specific curriculum classes in the Business Technologies Department, including the Business Administration curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Business Administration Program students interested in Microsoft Certification should consult with the Business Technologies Department Chair or the Business Administration Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS
FOR BUSINESS ADMINISTRATION
Day Program
A.A.S. Degree/Diploma/Certificate

			Class	Lab	Credit
Fall Semester					
*+ACC	120	Principles of Accounting I	3	2	4
*+BUS	110	Introduction to Business	3	0	3
*+CIS	110	Introduction to Computers	2	2	3
*ENG	111	Expository Writing	3	0	3
*ENG	111A	Expository Writing Lab	0	2	1
*OST	131	Keyboarding	1	2	2
		Total	**12**	**8**	**16**
Spring Semester					
ACC	121	Principles of Accounting II	3	2	4
*+BUS	115	Business Law I	3	0	3
*+BUS	121	Business Math	2	2	3
CIS	120	Spreadsheet I	2	2	3
ENG	114	Prof. Research and Reporting	3	0	3
*OST	136	Word Processing	1	2	2
		Total	**14**	**8**	**18**
Summer Session					
*BUS	153	Human Resources Management	3	0	3
ISC	131	Quality Management	3	0	3
		Total	**6**	**0**	**6**
Fall Semester					
*BUS	137	Principles of Management	3	0	3
CIS	169	Business Presentations	1	2	2
*ECO	251	Principles of Microeconomics	3	0	3
HIS	114	Comparative World History	3	0	3
*MAT	140	Survey of Mathematics	3	0	3
*MKT	120	Principles of Marketing	3	0	3
		Total	**16**	**2**	**17**
Spring Semester					
BUS	225	Business Finance	2	2	3
or					
BUS	280	REAL Small Business	4	0	4
BUS	260	Business Communication	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3

(Spring Semester Continued)

ENG	233	Major American Writers	3	0	3
or					
REL	221	Religion in America	3	0	3
OST	286	Professional Development	2	0	2
		Total	**13-15**	**0-2**	**14-15**

Total Semester Hours Credit Required for A.A.S. Degree in Business Administration: 71-72

***Total Semester Hours Credit Required for Business Administration Diploma: 39**

+Total Semester Hours Credit Required for Business Administration Certificate: 16

COURSE REQUIREMENTS
FOR BUSINESS ADMINISTRATION
Evening Program
A.A.S. Degree

The first year of Business Administration courses will be repeated each year while the second and third year courses will be offered annually on a rotating basis.

Fall Semester			Class	Lab	Credit
*+BUS	110	Introduction to Business	3	0	3
*+CIS	110	Introduction to Computers	2	2	3
*ENG	111	Expository Writing	3	0	3
*ENG	111A	Expository Writing Lab	0	2	1
*OST	131	Keyboarding	1	2	2
		Total	**10**	**6**	**12**
Spring Semester					
*+BUS	115	Business Law I	3	0	3
*+BUS	121	Business Math	2	2	3
ENG	114	Professional Research and Reporting	3	0	3
*OST	136	Word Processing	1	2	2
		Total	**9**	**4**	**11**
Fall Semester					
*+ACC	120	Principles of Accounting I	3	2	4
CIS	169	Business Presentations	1	2	2
HIS	114	Comparative World History	3	0	3
*MAT	140	Survey of Mathematics	3	0	3
		Total	**10**	**4**	**12**
Spring Semester					
ACC	121	Principles of Accounting II	3	2	4
*BUS	153	Human Resources Management	3	0	3
BUS	225	Business Finance	2	2	3
	or				
BUS	280	REAL Small Business	4	0	4
CIS	120	Spreadsheet I	2	2	3
		Total	**10**	**6**	**13**

Fall Semester

*BUS	137	Principles of Management	3	0	3
*ECO	251	Principles of Microeconomics	3	0	3
ISC	131	Quality Management	3	0	3
*MKT	120	Principles of Marketing	3	0	3
		Total	**12**	**0**	**12**

Spring Semester

BUS	260	Business Communication	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
ENG	233	Major American Writers	3	0	3
or					
REL	221	Religion in America	3	0	3
OST	286	Professional Development	2	0	2
		Total	**11**	**0**	**11**

Total Semester Hours Credit Required for A.A.S. Degree in Business Administration: 71-72

***Total Semester Hours Credit Required for Business Administration Diploma: 39**

+Total Semester Hours Credit Required for Business Administration Certificate: 16

BUSINESS ADMINISTRATION/ BANKING AND FINANCE (A2512A) A.A.S. Degree

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses. Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

**Note: Pending State Board Approval*

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION/ BANKING AND FINANCE

Day Program

A.A.S. Degree

				Class	Lab	Credit
Fall Semester						
ACC	120	Principles of Accounting I		3	2	4
BUS	110	Introduction to Business		3	0	3
CIS	110	Introduction to Computers		2	2	3
ENG	111	Expository Writing		3	0	3
ENG	111A	Expository Writing Lab		0	2	1
BAF	110	Principles of Banking		3	0	3
			Total	**14**	**6**	**17**
Spring Semester						
ACC	121	Principles of Accounting II		3	2	4
BUS	115	Business Law I		3	0	3
BAF	131	Fund of Banking		3	0	3
PSY	150	Spreadsheet I		2	2	3
ENG	114	Prof. Research and Reporting		3	0	3
			Total	**14**	**4**	**16**
Summer Session						
BUS	153	Human Resources Management		3	0	3
BAF	141	Law & Banking: Principles		3	0	3
			Total	**6**	**0**	**6**
Fall Semester						
BUS	137	Principles of Management		3	0	3
BAF	222	Money and Banking		3	0	3
ECO	251	Principles of Microeconomics		3	0	3
HIS	114	Comparative World History		3	0	3
MAT	140	Survey of Mathematics		3	0	3
MKT	120	Principles of Marketing		3	0	3
			Total	**18**	**0**	**18**
Spring Semester						
BAF	244	Bank Management		3	0	3
BUS	260	Business Communication		3	0	3
ECO	252	Principles of Macroeconomics		3	0	3
OST	286	Professional Development		2	0	2
BAF	232	Consumer Lending		3	0	3
			Total	**14**	**0**	**14**

Total Semester Hours Credit Required for A.A.S. Degree in Business Administration/Banking and Finance: 71

CRIMINAL JUSTICE TECHNOLOGY
(A55180)
A.A.S. Degree

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The role of the criminal justice system within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE
Day and Evening Programs
A.A.S. Degree

The Criminal Justice Program is offered semester by semester on a consecutively rotating basis.

			Class	Lab	Credit
Fall Semester					
CJC	111	Introduction to Criminal Justice	3	0	3
CJC	112	Criminology	3	0	3
CJC	113	Juvenile Justice	3	0	3
ENG	111	Expository Writing	3	0	3
ENG	111A	Expository Writing Lab	0	2	1
PSY	150	General Psychology	3	0	3
		Total	**15**	**2**	**16**
Spring Semester					
CJC	120	Interview and Interrogation	1	2	2
CJC	121	Law Enforcement Operations	3	0	3
CJC	131	Criminal Law	3	0	3
CJC	132	Court Procedure & Evidence	3	0	3
ENG	114	Professional Research & Reporting	3	0	3
		Total	**13**	**2**	**14**
Summer Session					
CJC	212	Ethics and Community Relations	3	0	3
CJC	232	Civil Liability	3	0	3
		Total	**6**	**0**	**6**
Fall Semester					
CIS	110	Introduction to Computers	3	0	3
CJC	213	Substance Abuse	3	0	3
CJC	221	Investigative Principles	3	2	4
CJC	231	Constitutional Law	3	0	4
MAT	140	Survey of Mathematics	3	0	3
		Total	**15**	**2**	**17**
Spring Semester					
CJC	141	Corrections	3	0	3
CJC	211	Counseling	3	0	3
or					
PSY	264	Counseling Techniques	2	2	3
CJC	225	Crisis Intervention	3	0	3
CJC	241	Community Based Corrections	3	0	3
ENG	233	Major American Writers	3	0	3
or					
REL	221	Religion in America	3	0	3
		Total	**14-15**	**2**	**15**

Total Semester Hours Credit Required for A.A.S. Degree in Criminal Justice Technology: 68

EARLY CHILDHOOD ASSOCIATE
(A55220)
A.A.S. Degree/Certificate

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school age programs.

COURSE REQUIREMENTS FOR EARLY CHILDHOOD ASSOCIATE
Day Program
A.A.S. Degree/Certificates

The Early Childhood Instructional Certificate is a prerequisite for the Early Childhood Business and Management Certificate.

			Class	Lab	Work	Credit
Fall Semester						
++CIS	113	Computer Basics	0	2	0	1
+EDU	111	Early Childhood Credential I	2	0	0	2
+EDU	112	Early Childhood Credential II	2	0	0	2
	or					
EDU	113	Family Credential	2	0	0	2
+EDU	146	Child Guidance	3	0	0	3
+EDU	151	Creative Activities	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Total	**16**	**2**	**0**	**17**
Spring Semester						
++EDU	131	Children, Family and Community	3	0	0	3
+EDU	144	Child Development I	3	0	0	3
EDU	171	Instructional Media	1	2	0	2
EDU	185	Cognitive/Language Activities	3	0	0	3
EDU	251	Exploration Activities	3	0	0	3
ENG	114	Prof. Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Total	**19**	**2**	**0**	**20**
Summer Session						
COE	111	Cooperative Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
COE	122	Cooperative Work Experience II	0	0	20	2
COE	125	Work Experience Seminar II	1	0	0	1
		Total	**2**	**0**	**30**	**5**
Fall Semester						
+EDU	145	Child Development II	3	0	0	3
EDU	221	Children with Special Needs	3	0	0	3
EDU	234	Infants, Toddlers, and Twos	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
++EDU	261	Early Childhood Administration I	2	0	0	2
EDU	282	Early Childhood Literature	3	0	0	3
		Total	**17**	**0**	**0**	**17**

Spring Semester

++ BUS	230	Small Business Management	3	0	0	3
or						
++ BUS	280	REAL Small Business	4	0	0	4
EDU	153	Health, Safety and Nutrition	3	0	0	3
EDU	153A	Health, Safety and Nutrition Lab	0	2	0	1
++EDU	262	Early Childhood Administration II	3	0	0	3

(Spring semester continued)

EDU	286	Early Childhood Issues	1	0	0	1
ENG	233	Major American Writers	3	0	0	3
or						
REL	221	Religion in America	3	0	0	3
PSY	263	Educational Psychology	3	0	0	3
		Total	**19-20**	**2**	**0**	**17-18**

Total Semester Hours Credit Required for A.A.S. Degree in Early Childhood Associate: 76 - 77

+ Total Semester Hours Credit Required for Early Childhood Instructional Certificate: 16

++ Total Semester Hours Credit Required for Early Childhood Business and Management Certificate: 12

+ Early Childhood Instructional Certificate is designed for the student who plans to seek employment or to upgrade his/her skills in working with preschool and primary school grade children.

++Early Childhood Business and Management Certificate is designed for the student who plans to seek employment in day care administration.

COURSE REQUIREMENTS FOR EARLY CHILDHOOD ASSOCIATE
Evening Program
Certificates

The Early Childhood Instructional Certificate is a prerequisite for the Early Childhood Business and Management Certificate.

Early Childhood Instructional Certificate

This certificate option is designed for the student who plans to seek employment or to upgrade his/her skills in working with preschool and primary grade school children.

			Class	Lab	Work	Credit
EDU	111	Early Childhood Credential I	2	0	0	2
EDU	112	Early Childhood Credential II	2	0	0	2
or						
EDU	113	Family Credential	2	0	0	2
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
		Total	**16**	**0**	**0**	**16**

+ Total Semester Hours Credit Required for Early Childhood Instructional Certificate: 16

Early Childhood Business and Management Certificate

This certificate option is designed for the student who plans to seek employment in day care administration.

			Class	Lab	Work	Credit
BUS	230	Small Business Management	3	0	0	3
CIS	113	Computer Basics	0	2	0	1
EDU	131	Children, Family and Community	3	0	0	3
EDU	261	Early Childhood Administration I	2	0	0	2
EDU	262	Early Childhood Administration II	3	0	0	3
		Total	**11**	**2**	**0**	**12**

+ Total Semester Hours Credit Required for Early Childhood Business and Management Certificate: 12

COURSE SEQUENCE FOR EARLY CHILDHOOD ASSOCIATE
Evening Program
Certificates

Fall Semester			Class	Lab	Work	Credit
CIS	113	Computer Basics	0	2	0	1
EDU	111	Early Childhood Credential I	2	0	0	2
EDU	112	Early Childhood Credential II	2	0	0	2
or						
EDU	113	Family Credential	2	0	0	2
EDU	146	Child Guidance	3	0	0	2
EDU	261	Early Childhood Administration I	2	0	0	2
EDU	144	Child Development I	3	0	0	3

Spring Semester			Class	Lab	Work	Credit
BUS	230	Small Business Management	3	0	0	3
EDU	131	Children, Family and Community	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3

ELECTRICAL & ELECTRONICS TECHNOLOGY

(A35220)

A.A.S. Degree/Diploma/Certificate

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronics system found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as DC/AC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

COURSE REQUIREMENTS FOR ELECTRICAL & ELECTRONICS TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

		Class	Lab	Credit
Fall Semester				
+*ELC 112	DC/AC Electricity	3	6	5
*EGR 131	Intro. to Electronics Tech	1	2	2
*ENG 111	Expository Writing	3	0	3
*ENG 111A	Expository Writing Lab	0	2	1
ELC 128	Introduction to PLC	2	3	3
	Total	**9**	**13**	**14**
Spring Semester				
+*ELC 113	Basic Wiring I	2	6	4
+*ELC 117	Motor and Controls	2	6	4
*ELC 131	Electronics Devices	3	3	4
ENG 114	Professional Research & Reporting	3	0	3
*MAT 120	Geometry & Trigonometry	2	2	3
	Total	**12**	**17**	**18**
Summer Session				
*ELN 119	NEC Calculations	1	2	2
*ELN 132	Linear IC Applications	3	3	4
	Total	**4**	**5**	**6**
Fall Semester				
*CIS 115	Introduction to Programming & Logic	2	2	3
+* ELC 115	Industrial Wiring	2	6	4
HIS 114	Comparative World History	3	0	3
*ELN 133	Digital Electronics	3	3	4
*ELN 229	Industrial Electronics	2	4	4
	Total	**12**	**15**	**18**
Spring Semester				
EGR 285	Design Project	0	4	2
ELN 232	Introduction to Microprocessors	3	3	4
ENG 233	Major American Writers	3	0	3
or				
REL 221	Religion in America	3	0	3
PCI 264	Process Control with PLC	3	3	4
ELN 275	Troubleshooting	1	2	2
	Total	**10**	**12**	**15**

Total Semester Hours Credit Required for A.A.S. Degree in Electrical & Electronics Technology: 71

*** Total Semester Hours Credit Required for Electrical & Electronics Technology Diploma: 47**

+ Total Semester Hours Credit Required for Electrical & Electronics Technology Certificate: 17

COURSE REQUIREMENTS
FOR ELECTRICAL & ELECTRONICS TECHNOLOGY
Evening Program
Certificate

			Class	Lab	Credit
Fall Semester					
ELC	112	DC/AC Electricity	3	6	5
Spring Semester					
ELC	113	Basic Wiring I	2	6	4
Fall Semester					
ELC	115	Industrial Wiring	2	6	4
Spring Semester					
ELC	117	Motors and Controls	2	6	4

Total Semester Hours Credit Required for Electrical & Electronics Technology Certificate: 17

EMERGENCY MEDICAL SCIENCE
(A45340)
A.A.S. Degree

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Note: Clinical externships in the Emergency Medical Science Program are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

COURSE REQUIREMENTS
FOR EMERGENCY MEDICAL SCIENCE
Day Program
A.A.S. Degree

			Class	Lab	Clinical	Credit
Fall Semester						
BIO	165	Anatomy & Physiology I	3	3	0	4
CIS	113	Computer Basics	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
EMS	110	EMT Basic	5	3	0	6
EMS	111	Prehospital Environment	2	2	0	3
		Total	**13**	**12**	**0**	**18**
Spring Semester						
BIO	166	Anatomy & Physiology II	3	3	0	4
EMS	120	Intermediate Interventions	2	3	0	3
EMS	121	EMS Clinical I	0	0	6	2
EMS	130	Pharmacology	1	2	0	2
EMS	131	Advanced Airway Management	1	2	0	2
ENG	114	Prof. Research & Reporting	3	0	0	3
		Total	**10**	**10**	**6**	**16**
Summer Session						
EMS	210	Advanced Patient Assessment	2	2	0	3
EMS	220	Cardiology	3	3	0	4
EMS	221	Clinical Practicum II	0	0	9	3
		Total	**5**	**5**	**9**	**10**
Fall Semester						
EMS	150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS	231	Clinical Practicum III	0	0	9	3
EMS	235	EMS Management	2	0	0	2
EMS	250	Advanced Medical Emergencies	2	2	0	3
EMS	270	Life Span Emergencies	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Total	**10**	**7**	**9**	**16**
Spring Semester						
EMS	140	Rescue Scene Management	1	6	0	3
EMS	240	Behavioral Emergencies	2	0	0	2
EMS	241	Clinical Practicum IV	0	0	9	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
EMS	285	EMS Capstone	1	3	0	2
ENG	233	Major American Writers	3	0	0	3
or						
REL	221	Religion in America	3	0	0	3
		Total	**8**	**12**	**9**	**15**

Total Semester Hours Credit Required for A.A.S. Degree in Emergency Medical Science: 75

COURSE REQUIREMENTS
FOR EMERGENCY MEDICAL SCIENCE
Evening Program
A.A.S. Degree

			Class	Lab	Clinical	Credit
Fall Semester						
BIO	165	Anatomy & Physiology I	3	3	0	4
CIS	113	Computer Basics	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
PSY	150	General Psychology	3	0	0	3
		Total	**9**	**7**	**0**	**12**
Spring Semester						
BIO	166	Anatomy & Physiology II	3	3	0	4
EMS	110	EMT Basic	5	3	0	6
EMS	111	Prehospital Environment	2	2	0	3
		Total	**10**	**8**	**0**	**13**
Summer Session						
ENG	114	Professional Research & Reporting	3	0	0	3
EMS	150	Emergency Vehicles/ EMS Communications	1	3	0	2
		Total	**4**	**3**	**0**	**5**
Fall Semester						
EMS	120	Intermediate Interventions	2	3	0	3
EMS	121	EMS Clinical I	0	0	6	2
EMS	130	Pharmacology I for EMS	1	2	0	2
EMS	131	Advanced Airway Management	1	2	0	2
EMS	250	Advanced Medical Emergencies	2	2	0	3
		Total	**6**	**9**	**6**	**12**
Spring Semester						
EMS	210	Advanced Patient Assessment	2	2	0	3
ENG	223	Major American Writers	3	0	0	3
or						
REL	221	Religion in America	3	0	0	3
		Total	**5**	**2**	**0**	**6**
Summer Session						
EMS	220	Cardiology	3	3	0	4
EMS	221	Clinical Practicum II	0	0	9	3
		Total	**3**	**3**	**9**	**7**

			Class	Lab	Clinical	Credit
Fall Semester						
EMS	140	Rescue Scene Management	1	6	0	3
EMS	231	Clinical Practicum III	0	0	9	3
EMS	235	EMS Management	2	0	0	2
EMS	240	Behavioral Emergencies	2	0	0	2
		Total	**5**	**6**	**9**	**10**

Spring Semester

EMS	241	Clinical Practicum IV	0	0	9	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
EMS	270	Life Span Emergencies	2	2	0	3
EMS	285	EMS Capstone	1	3	0	2
		Total	**4**	**8**	**9**	**10**

Total Semester Hours Credit Required for A.A.S. Degree in Emergency Medical Science: 75

A bridging opportunity is available in the Emergency Medical Science degree program for incoming students who are currently certified at the EMT-Paramedic level. The bridging program gives students credit for life experiences through certifications.

EMS Bridging students who meet the following criteria will receive credit for their experiences:

(1) have obtained Paramedic certification from the National Registry of North Carolina;
(2) have 4200 hours patient care time at the Paramedic level; and
(3) have the following certifications: Basic Cardiac Life Support - Health Care Provider (BCLS), Advanced Cardiac Life Support - Provider (ACLS), Prehospital Trauma Life Support (PHTLS) and/or Basic Trauma Life Support (BTLS)

Qualified bridging students will receive credit for the following courses:

EMS 110	EMT Basic
EMS 111	Prehospital Environment
EMS 120	Intermediate Interventions
EMS 121	EMS Clinical Practicum I
EMS 130	Pharmacology I for EMS
EMS 131	Advanced Airway Management
EMS 220	Cardiology
EMS 221	EMS Clinical Practicum II
EMS 150	Emergency Vehicles and EMS Communication
EMS 231	EMS Clinical Practicum III
EMS 250	Advanced Medical Emergencies
EMS 270	Life Span Emergencies
EMS 240	Behavioral Emergencies
EMS 140	Rescue Scene Management
EMS 241	EMS Clinical Practicum IV
EMS 260	Advanced Trauma Emergencies
EMS 285	EMS Capstone

EMS Bridging Students must take all general education courses required in the Emergency Medical Science degree program and the following EMS courses:

EMS 280	EMS Bridging
EMS 235	EMS Management
EMS 210	Advanced Patient Assessment

FOREST MANAGEMENT TECHNOLOGY
(A15200)
A.A.S. Degree

The Forest Management Technology curriculum is designed to help students acquire technical knowledge, understanding, and abilities in developing, conserving, and utilizing forest resources.

Students develop an understanding and ability in the principles and practices of forest resource management. Students will spend much of their time in field training situations where emphasis is placed on the practical application of this knowledge and skill.

Graduates should be qualified for entry into positions as forest technicians with federal, state, and private forestry enterprises. Graduates will have competencies in forest protection, forest management, forest procurement and in performing various related technical activities.

COURSE REQUIREMENTS
FOR FOREST MANAGEMENT TECHNOLOGY
Day Program
A.A.S. Degree

			Class	Lab	Work	Credit
Fall Semester						
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
FOR	121	Dendrology	2	6	0	4
FOR	131	Forest Measurements	2	3	0	3
FOR	171	Introduction to Forest Resources	3	0	0	3
		Total	**12**	**13**	**0**	**17**
Spring Semester						
ENG	114	Prof. Research & Reporting	3	0	0	3
FOR	123	Forest Botany	2	3	0	3
FOR	151	Forest Equipment Operation	1	6	0	3
FOR	232	Forest Mensuration	2	6	0	4
MAT	120	Geometry and Trigonometry	2	2	0	3
		Total	**10**	**17**	**0**	**16**
Summer Session						
FOR	173	Soils & Hydrology	2	3	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
		Total	**2**	**3**	**10**	**4**
Fall Semester						
FOR	175	Wildlife/Environmental Studies	2	3	0	3
FOR	213	Remote Sensing	2	3	0	3
FOR	234	Forest Surveying	2	6	0	4
FOR	240	Forest Protection	2	3	0	3
FOR	285	Logging & Marketing	2	3	0	3
HIS	114	Comparative World History	3	0	0	3
		Total	**13**	**18**	**0**	**19**
Spring Semester						
ENG	223	Major American Writers	3	0	0	3
	or					
REL	221	Religion in America	3	0	0	3
FOR	225	Silvics & Silviculture	3	3	0	4
FOR	245	Forest Pesticides	2	3	0	3
FOR	271	Forest Management	2	3	0	3
FOR	282	Forest Recreation	2	3	0	3
FOR	215	Intro. to GIS/GPS	1	4	0	3
		Total	**13**	**16**	**0**	**19**

Total Semester Hours Credit Required for A.A.S. Degree in Forest Management Technology: 75

GENERAL OCCUPATIONAL TECHNOLOGY
(A55280)
A.A.S. Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry level employment opportunities.

COURSES REQUIREMENTS FOR GENERAL OCCUPATIONAL TECHNOLOGY

General Education			**Class**	**Lab**	**Credit**
English Composition (6 SHC)					
ENG	111	Expository Writing	3	0	3
ENG	111A	Expository Writing Lab	0	2	1
ENG	114	Professional Research & Reporting	3	0	3
MAT	140	Survey of Mathematics	3	0	3
ENG	233	Major American Writers	3	0	3
or					
REL	221	Religion in American	3	0	3
PSY	150	General Psychology	3	0	3

Major Courses
Eighteen semester hour credits from a combination of core courses for a curriculum approved to be offered by the college.

Other Required Courses					
CIS	110	Introduction to Computers	2	2	3

Twenty-seven SHC from prefixes of major courses approved to be offered by the college.

Total Semester Hours Credit Required in General Occupational Technology: 64

GUNSMITHING
(A30200)
A.A.S. Degree/Diploma/Certificate

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a "hands-on" environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

COURSE REQUIREMENTS FOR GUNSMITHING
Day Program
A.A.S. Degree/Diploma/Certificates

The Gunsmithing Diploma or completion of curriculum core requirements is a prerequisite for the Gunsmithing Certificate options.

		Class	Lab	Credit
Fall Semester				
*ENG 111	Expository Writing	3	0	3
*ENG 111A	Expository Writing Lab	0	2	1
*GSM 111	Gunsmithing I	2	12	6
*GSM 120	Gunsmithing Tools	2	12	6
	Total	**7**	**26**	**16**
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
*GSM 123	Basic Stockmaking	2	12	6
*GSM 125	Barrel Fitting/Alteration	3	9	6
*MAT 120	Geometry and Trigonometry	2	2	3
	Total	**10**	**23**	**18**
Summer Session				
*GSM 127	General Repair	3	9	6
Fall Semester				
CIS 113	Computer Basics	0	2	1
+GSM 223	Rifle Stockmaking	2	12	6
+GSM 230	Handgun Technology	2	9	5
HIS 114	Comparative World History	3	0	3
	Total	**7**	**23**	**15**
Spring Semester				
ENG 233	Major American Writers	3	0	3
or				
REL 221	Religion in America	3	0	3
+GSM 227	Advanced Repair Technology	2	12	6
++GSM 235	Current Gunsmithing Technology	2	12	6
	Total	**7**	**24**	**15**
Summer Session				
++ GSM 225	Gunmetal Refinishing	2	12	6

Total Semester Hours Credit Required for A.A.S. Degree in Gunsmithing: 76

*** Total Semester Hours Credit Required for Gunsmithing Diploma: 37**

+ Total Semester Hours Credit Required for Advanced Design and Repair Certificate: 17

++ Total Semester Hours Credit Required for Advanced Gunsmithing Technology Certificate: 12

COURSE REQUIREMENTS FOR GUNSMITHING
Evening Program
A.A.S. Degree/Diploma/Certificates

The Gunsmithing Diploma or completion of curriculum core requirements is a prerequisite for the Gunsmithing Certificate options.

		Class	Lab	Credit
Fall Semester				
*GSM 111	Gunsmithing I	2	12	6
Spring Semester				
*GSM 120	Gunsmithing Tools	2	12	6
Summer Session				
*GSM 123A	Basic Stockmaking	1	6	3
Fall Semester				
*ENG 111	Expository Writing	3	0	3
*ENG 111A	Expository Writing Lab	0	2	1
*GSM 123B	Basic Stockmaking	1	6	3
	Total	**4**	**8**	**7**
Spring Semester				
*GSM 125	Barrel Fitting/Alterations	3	9	6
*MAT 120	Geometry and Trigonometry	2	2	3
	Total	**5**	**11**	**9**
Summer Session				
*GSM 127	General Repair	3	9	6
Fall Semester				
+GSM 223	Rifle Stockmaking	2	12	6
HIS 114	Comparative World History	3	0	3
	Total	**5**	**12**	**9**
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
+GSM 230	Handgun Technology	2	9	5
	Total	**5**	**9**	**8**
Summer Session				
++GSM 225A	Gunmetal Refinishing	1	6	3
Fall Semester				
CIS 113	Computer Basics	0	2	1
+GSM 227	Advanced Repair Technology	2	12	6
	Total	**2**	**14**	**7**

Spring Semester				
ENG 233	Major American Writers	3	0	3
or				
REL 221	Religion in America	3	0	3
++GSM 235	Current Gunsmithing Technology	2	12	6
	Total	**5**	**12**	**9**
Summer Session				
++GSM 225B	Gunmetal Refinishing	1	6	3

Total Semester Hours Credit Required for A.A.S. Degree in Gunsmithing: 76

*** Total Semester Hours Credit Required for Gunsmithing Diploma: 37**

+ Total Semester Hours Credit Required for Advanced Design and Repair Certificate: 17

++ Total Semester Hours Credit Required for Advanced Gunsmithing Technology Certificate: 12

INFORMATION SYSTEMS TECHNOLOGY
(A25260)
A.A.S. Degree/Diploma/Certificate

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information system needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

***Microsoft Certification Program**

Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office 97 Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft Office 97 Package into specific curriculum classes in the Business Technologies Department, including the Informations Systems Technology curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Information Systems Technology Program students interested in Microsoft Certification should consult with the Business Technologies Department Chair or the Information Systems Technology Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS FOR INFORMATION SYSTEMS TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

			Class	Lab	Credit
Fall Semester					
ACC 120	Principles of Accounting I		3	2	4
+*BUS 110	Introduction to Business		3	0	3
+*CIS 110	Introduction to Computers		2	2	3
*ENG 111	Expository Writing		3	0	3
*ENG 111A	Expository Writing Lab		0	2	1
+*OST 131	Keyboarding		1	2	2
		Total	**12**	**8**	**16**
Spring Semester					
ACC 150	Computerized General Ledger		1	2	2
*BUS 121	Business Math		2	2	3
*CIS 120	Spreadsheet I		2	2	3
CIS 115	Intro to Programming & Logic		2	2	3
*ENG 114	Professional Research and Reporting		3	0	3
+*OST 136	Word Processing		1	2	2
		Total	**11**	**11**	**16**
Summer Session					
CIS 130	Survey of Operating Systems		2	3	3
CIS 217	Computer Training and Support		2	2	3
		Total	**4**	**5**	**6**
Fall Semester					
CIS 172	Intro to the Internet		2	3	3
*CIS 165	Desktop Publishing I		2	2	3
*CIS 169	Business Presentations		1	2	2
HIS 114	Comparative World History		3	0	3
MAT 140	Survey of Mathematics		3	0	3
CIS 170	Tech Functions I		2	2	3
		Total	**13**	**9**	**17**
Spring Semester					
*BUS 260	Business Communication		3	0	3
+*CIS 152	Database Concepts and Applications		2	2	3
CIS 286	Systems Analysis & Design		3	0	3
ENG 233	Major American Writers		3	0	3
or					
REL 221	Religion in America		3	0	3
+*NET 110	Data Communications/Networking		2	2	3
*OST286	Professional Development		2	0	2
		Total	**15**	**2**	**17**

Total Semester Hours Credit Required for A.A.S. Degree in Informations System Technology: 72

*** Total Semester Hours Credit Required for Information Systems Diploma: 39**

+ Total Semester Hours Credit Required for Information Systems Certificate: 16

COURSE REQUIREMENTS FOR INFORMATION SYSTEMS TECHNOLOGY
Evening Program
Diploma/Certificate

			Class	Lab	Credit
Fall Semester					
+*CIS	110	Introduction to Computers	2	2	3
*ENG	111	Expository Writing	3	0	3
*ENG	111A	Expository Writing Lab	0	2	1
+*OST	131	Keyboarding	1	2	2
		Total	**6**	**6**	**9**
Spring Semester					
*BUS	121	Business Math	2	2	3
*CIS	120	Spreadsheet I	2	2	3
*ENG	114	Professional Research and Reporting	3	0	3
+*OST	136	Word Processing	1	2	2
		Total	**8**	**6**	**11**
Fall Semester					
+*BUS	110	Introduction to Business	3	0	3
*CIS	165	Desktop Publishing I	2	2	3
*CIS	169	Business Presentations	1	2	2
		Total	**6**	**4**	**8**
Spring Semester					
*BUS	260	Business Communication	3	0	3
+ *CIS	152	Database Concepts and Applications	2	2	3
+ *NET	110	Data Communications/Networking	2	2	3
	or				
+*CIS	130	Survey of Operating Systems	2	3	3
*OST	286	Professional Development	2	0	2
		Total	**9**	**4-5**	**11**

*** Total Semester Hours Credit Required for Information Systems Diploma: 39**

+ Total Semester Hours Credit Required for Information Systems Certificate: 16

INFORMATION SYSTEMS/ NETWORK ADMINISTRATION AND SUPPORT (A2526D) A.A.S. Degree

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge. Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

**Note: Pending State Board Approval*

COURSE REQUIREMENTS FOR INFORMATION SYSTEMS TECHNOLOGY/ NETWORK ADMINISTRATION AND SUPPORT

			Class	Lab	Credit
Fall Semester					
BUS	110	Introduction to Business	3	0	3
CIS	110	Introduction to Computers	2	2	3
CIS	174	Network System Manager I	2	2	3
ENG	111	Expository Writing	3	0	3
ENG	111A	Expository Writing Lab	0	2	1
OST	131	Keyboarding	1	2	2
		Total	**11**	**8**	**15**
Spring Semester					
BUS	121	Business Math	2	2	3
CIS	115	Intro to Programming & Logic	2	2	3
CIS	274	Network System Manager II	2	2	3
ENG	114	Professional Research and Reporting	3	0	3
NET	110	Data Communications/Networking	2	2	3
OST	136	Word Processing	1	2	2
		Total	**12**	**10**	**17**
Summer Session					
CIS	130	Survey of Operating Systems	2	3	3
CIS	217	Computer Training and Support	2	2	3
		Total	**4**	**5**	**6**
Fall Semester					
ACC	120	Principles of Accounting I	3	2	4
CIS	170	Tech Functions I	2	2	3
CIS	175	Network Management I	2	2	3
HIS	114	Comparative World History	3	0	3
MAT	140	Survey of Mathematics	3	0	3
		Total	**13**	**6**	**16**
Spring Semester					
ACC	150	Computerized Gen. Ledger	1	2	2
BUS	260	Business Communication	3	0	3
CIS	152	Database Concepts and Applications	2	2	3
CIS	275	Network Management II	2	2	3
ENG	233	Major American Writers	3	0	3
	or				
REL	221	Religion in America	3	0	3
OST	286	Professional Development	2	0	2
		Total	**13**	**6**	**16**
Summer Session					
CIS	287	Network Support	2	2	3
		Total	**2**	**2**	**3**

Total Semester Hours Credit Required for Information Systems/Network Administration and Support 73 hrs.

MEDICAL ASSISTING
(A45400)
A.A.S. Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, medical transcription, computer operation; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physician's offices, health maintenance organizations, health departments, and hospitals.

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note: Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

COURSE REQUIREMENTS FOR MEDICAL ASSISTING
Day Program
A.A.S. Degree

			Class	Lab	Clinical	Credit
Fall Semester						
BIO	165	Anatomy & Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
ENG	111A	Expository Writing Lab	0	2	0	1
MED	110	Orientation to Med Assisting	1	0	0	1
MED	121	Medical Terminology I	3	0	0	3
MED	130	Administrative Office Proc. I	1	2	0	2
PSY	150	General Psychology	3	0	0	3
		Total	**14**	**7**	**0**	**17**
Spring Semester						
BIO	166	Anatomy and Physiology II	3	3	0	4
MAT	140	Survey of Mathematics	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	131	Administrative Office Proc. II	1	2	0	2
MED	140	Exam Room Procedures I	3	4	0	5
OST	131	Keyboarding	1	2	0	2
		Total	**14**	**11**	**0**	**19**
Summer Session						
ENG	114	Professional Research & Reporting	3	0	0	3
MED	114	Pro Interactions in Health Care	1	0	0	1
MED	134	Medical Transcription	2	2	0	3
MED	276	Patient Education	1	2	0	2
		Total	**7**	**4**	**0**	**9**
Fall Semester						
MED	118	Medical Law & Ethics	2	0	0	2
MED	150	Laboratory Procedures I	3	4	0	5
MED	232	Medical Insurance Coding	1	3	0	2
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
		Total	**11**	**9**	**0**	**15**
Spring Semester						
CIS	110	Introduction to Computers	2	2	0	3
ENG	233	Major American Writers	3	0	0	3
	or					
REL	221	Religion in America	3	0	0	3
MED	260	Medical Clinical Externship	0	0	15	5
MED	264	Medical Assisting Overview	2	0	0	2
		Total	**7**	**2**	**15**	**13**

Total Semester Hours Credit Required for A.A.S. Degree in Medical Assisting: 73

METAL ENGRAVING
(D30240)
Diploma/Certificate

The Metal Engraving curriculum is designed to train students in eye-hand coordination, artistic vision, and the technology necessary in occupations involving the embellishment of metals.

Course work will include embellishments utilizing the hammer and chisel, power engraving devices, acid etching, the inlaying of precious metals and jewels into a metal base, bas-relief graving, and the sinking of scenes into the medium.

Graduates should be able to apply the acquired skills in occupations requiring sound bench work skills. Such occupations might include gold and/or silver smithing, gunsmithing, the tool and die trades, printing plates, and jewelry.

**** This program will be offered based on student demand.***

COURSE REQUIREMENTS FOR METAL ENGRAVING
Day Program
Diploma/Certificate

The Basic Engraving Certificate is a prerequisite for the Advanced Engraving Certificate.

			Class	Lab	Credit
Fall Semester					
CIS 113	Computer Basics		0	2	1
MAT 101	Applied Mathematics I		2	2	3
+MEG 110	Tools, Terms, and Procedures		2	6	4
+MEG 111	Scroll Cutting & Design		2	9	5
+MEG 115	Lettering & Calligraphy		2	3	3
		Total	**8**	**22**	**16**
Spring Semester					
BUS 230	Small Business Management		3	0	3
or					
BUS 280	REAL Small Business		4	0	4
ENG 101	Applied Communications I		3	0	3
MEC 172	Introduction to Metallurgy		2	2	3
++MEG 114	Bolino		2	6	4
++MEG 116	Flush and Raised Inlay		2	9	5
		Total	**12-13**	**17**	**18-19**
Summer Session					
++MEG 117	Engraving Applications		2	6	4
++MEG 118	Advanced Scroll Drawing		1	3	2
		Total	**3**	**9**	**6**

Total Semester Hours Credit Required for Metal Engraving Diploma: 40 or 41

+ Total Semester Hours Credit Required for Basic Engraving Certificate: 12

++ Total Semester Hours Credit Required for Advanced Engraving Certificate: 15

COURSE REQUIREMENTS FOR METAL ENGRAVING
Evening Program
Certificates

The Basic Engraving Certificate is a prerequisite for the Advanced Engraving Certificate. The Basic Engraving Certificate and the Advanced Engraving Certificate will be offered on a rotating basis dependant upon student enrollment.

Basic Engraving Certificate

			Class	Lab	Credit
Fall Semester					
MEG	110	Tools, Terms, and Procedures	2	6	4
Spring Semester					
MEG	111	Scroll Cutting & Design	2	9	5
Summer Session					
MEG	115	Lettering & Calligraphy	2	3	3

Advanced Engraving Certificate

			Class	Lab	Credit
Fall Semester					
MEG	114	Bolino	2	6	4
MEG	118	Advanced Scroll Drawing	1	3	2
		Total	**3**	**9**	**6**
Spring Semester					
MEG	116	Flush and Raised Inlay	2	9	5
Summer Session					
MEG	117	Engraving Applications	2	6	4

Total Semester Hours Credit Required for Basic Engraving Certificate: 12

Total Semester Hours Credit Required for Advanced Engraving Certificate: 15

OFFICE SYSTEMS TECHNOLOGY
(A25360)
A.A.S. Degree/Diploma/Certificate

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

***Microsoft Certification Program**

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Montgomery Community College has incorporated the Microsoft Office 97 Package into specific curriculum classes in the Business Technologies Department, including the Office Systems Technology curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Information Systems Technology Program students interested in Microsoft Certification should consult with the Business Technologies Department Chair or the Office Systems Technology Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS
FOR OFFICE SYSTEMS TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

			Class	Lab	Credit
Fall Semester					
*ACC 120	Principles of Accounting I		3	2	4
BUS 110	Introduction to Business		3	0	3
*CIS 110	Introduction to Computers		2	2	3
*ENG 111	Expository Writing		3	0	3
*ENG 111A	Expository Writing Lab		0	2	1
*OST 122	Office Computations		1	2	2
+*OST 131	Keyboarding		1	2	2
		Total	**13**	**10**	**18**
Spring Semester					
*BUS 121	Business Math		2	2	3
*CIS 120	Spreadsheet I		2	2	3
*ENG 114	Professional Research and Reporting		3	0	3
+*OST 134	Text Editing and Formatting		3	2	4
+*OST 136	Word Processing		1	2	2
		Total	**11**	**8**	**15**
Summer Session					
+* OST 164	Text Editing Applications		3	0	3
*OST 184	Records Management		1	2	2
		Total	**4**	**2**	**5**
Fall Semester					
CIS 169	Business Presentations		1	2	2
HIS 114	Comparative World History		3	0	3
MAT 140	Survey of Mathematics		3	0	3
OST 132	Keyboard Skill Building		1	2	2
*OST 223	Machine Transcription I		1	2	2
OST 236	Advanced Word/Info Processing		2	2	3
		Total	**11**	**8**	**15**
Spring Semester					
*BUS 260	Business Communication		3	0	3
ENG 233	Major American Writers		3	0	3
or					
REL 221	Religion in America		3	0	3
OST 224	Machine Transcription II		1	2	2
or					
OST 135	Adv. Text Entry and Format		3	2	4
*OST 286	Professional Development		2	0	2
+*OST 289	Office Systems Management		2	2	3
		Total	**11-13**	**4**	**13-15**

Total Semester Hours Credit Required for A.A.S. Degree in Office Systems Technology: 66-68

*** Total Semester Hours Credit Required for Office Systems Technology Diploma: 45**

+Total Semester Hours Credit Required for Office Systems Technology Certificate: 14

COURSE REQUIREMENTS
FOR OFFICE SYSTEMS TECHNOLOGY
Evening Program
Diploma/Certificate

		Class	Lab	Credit
Fall Semester				
*CIS 110	Introduction to Computers	2	2	3
*ENG 111	Expository Writing	3	0	3
*ENG 111A	Expository Writing Lab	0	2	1
*OST 122	Office Computations	1	2	2
+*OST 131	Keyboarding	1	2	2
	Total	**7**	**8**	**11**
Spring Semester				
*BUS 121	Business Math	2	2	3
*ENG 114	Professional Research and Reporting	3	0	3
+*OST 134	Text Editing and Formatting	3	2	4
+*OST 136	Word Processing	1	2	2
	Total	**9**	**6**	**12**
Fall Semester				
*ACC 120	Principles of Accounting I	3	2	4
+*OST 164	Text Editing Applications	3	0	3
*OST 184	Records Management	1	2	2
*OST 223	Machine Transcription I	1	2	2
	Total	**8**	**6**	**11**
Spring Semester				
*BUS 260	Business Communication	3	0	3
*CIS 120	Spreadsheet I	2	2	3
*OST 286	Professional Development	2	0	2
+*OST 289	Office Systems Management	2	2	3
	Total	**9**	**4**	**11**

*** Total Semester Hours Credit Required for Office Systems Technology Diploma: 45**

+Total Semester Hours Credit Required for Office Systems Technology Certificate: 14

PRACTICAL NURSING
(D45660)
Diploma

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician's offices.

Specific Admission Information: The application deadline is February 1 for the upcoming Fall Semester Program. The testing deadline is March 1 for the upcoming Fall Semester Program.

Note: Clinical externships in the Practical Nursing Program are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

COURSE REQUIREMENTS FOR PRACTICAL NURSING
Day Program
Diploma

			Class	Lab	Clinical	Credit
Fall Semester						
BIO	163	Basic Anatomy & Physiology	4	2	0	5
NUR	101	Practical Nursing I	7	6	6	11
PSY	150	General Psychology	3	0	0	3
		Total	**14**	**8**	**6**	**19**
Spring Semester						
CIS	113	Computer Basics	0	2	0	1
ENG	102	Applied Communications II	3	0	0	3
or						
ENG	111	Expository Writing	3	0	0	3
NUR	102	Practical Nursing II	8	0	12	12
		Total	**11**	**2**	**12**	**16**
Summer Session						
NUR	103	Practical Nursing III	6	0	12	10

Total Semester Hours Credit Required for Practical Nursing Diploma: 45

PROFESSIONAL CRAFTS: CLAY
(A30300)
A.A.S. Degree/Diploma/Certificate

The Professional Crafts: Clay curriculum is designed to prepare individuals for employment as professional potters in pottery related fields. Using traditional and contemporary concepts, instruction includes technical knowledge, design skills, and marketing and business essentials.

Course work includes development of basic and advanced throwing skills with emphasis on form and design. Study will include a pottery studio and marketing procedures.

Graduates will be able to open and operate their own pottery business, work for existing pottery businesses, or transfer to a four-year degree program.

COURSE REQUIREMENTS FOR PROFESSIONAL CRAFTS:CLAY
Day Program
A.A.S. Degree/Diploma/Certificate

The Basic Clay Certificate is a prerequisite for the Advanced Clay Certificate. PCC 210 and PCC 211 will be offered in rotating academic years and credit for each course will only be given when all three course sections (ex. PCC 210A, PCC 210B and PCC 210C) have been successfully completed.

		Class	Lab	Credit
Fall Semester				
*ENG 111	Expository Writing	3	0	3
*ENG 111A	Expository Writing Lab	0	2	1
+*PCC 110	Introduction to Pottery	3	15	8
*PCC 114	Raku	1	3	2
	Total	**7**	**20**	**14**
Spring Semester				
*BUS 230	Small Business Management	3	0	3
or				
*BUS 280	REAL Small Business	4	0	4
*MAT 140	Survey of Mathematics	3	0	3
+*PCC 111	Functional Pottery I	3	15	8
*PCC 118	Clay and Special Studies	0	4	2
*PCC 132	Glaze Formulation	1	3	2
	Total	**10-11**	**22**	**18-19**
Summer Session				
*PCC 130	Pottery Production	2	9	5
Fall Semester				
CIS 110	Introduction to Computers	2	2	3
++PCC 210A	Functional Pottery II	2	6	4
PSY 150	General Psychology	3	0	3
	Total	**7**	**8**	**10**
Spring Semester				
ENG 114	Professional Research and Reporting	3	0	3
ENG 233	Major American Writers	3	0	3
or				
REL 221	Religion in America	3	0	3
++PCC 210B	Functional Pottery II	1	6	3
	Total	**7**	**6**	**9**

Summer Session				
++PCC 210C	Functional Pottery II	0	3	1
Fall Semester				
++PCC 211A	Decorative Pottery	2	6	4
Spring Semester				
++PCC 211B	Decorative Pottery	1	6	3
Summer Session				
++PCC 211C	Decorative Pottery	0	3	1

Total Semester Hours Credit Required for A.A.S. Degree in Professional Crafts:Clay: 65 - 66

*** Total Semester Hours Credit Required for Professional Crafts:Clay Diploma: 37 or 38**

+ Total Semester Hours Credit Required for Basic Clay Certificate: 16

++ Total Semester Hours Required for Advanced Clay Certificate: 16

Patti came to MCC's unique clay curriculum from New York.

COURSE REQUIREMENTS FOR PROFESSIONAL CRAFTS: CLAY
Evening Program
Certificates

The Basic Clay Certificate is a prerequisite for the Advanced Clay Certificate. The evening certificate programs are offered consecutively and are contingent upon student enrollment. Credit for course will be given when all three course sections (ex. PCC 210A, PCC 210B, and PCC 210C) have been successfully completed.

		Class	Lab	Credit
Fall Semester				
+PCC 110A	Introduction to Pottery	2	6	4
++PCC 210A	Functional Pottery II	2	6	4
Spring Semester				
+PCC 110B	Introduction to Pottery	1	6	3
++PCC 210B	Functional Pottery II	1	6	3
Summer Session				
+PCC 110C	Introduction to Pottery	0	3	1
++PCC 210C	Functional Pottery II	0	3	1
Fall Semester				
+PCC 111A	Functional Pottery I	2	6	4
++PCC 211A	Decorative Pottery	2	6	4
Spring Semester				
+PCC 111B	Functional Pottery I	1	6	3
++PCC 211B	Decorative Pottery	1	6	3
Summer Session				
+PCC 111C	Functional Pottery I	0	3	1
++PCC 211C	Decorative Pottery	0	3	1

+ Total Semester Hours Credit Required for Basic Clay Certificate: 16

++ Total Semester Hours Required for Advanced Clay Certificate: 16

SPANISH INTERPRETER EDUCATION
(A55370)
A.A.S. Degree

The Spanish Interpreter Education curriculum prepares individuals to work as entry-level Spanish Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills. Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Spanish community; and acquisition of consecutive and the simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

**Note: This Randolph CommunityCollege program is offered through a cooperative agreement on the Montgomery Community College campus.*

COURSE REQUIREMENTS FOR SPANISH INTERPRETER EDUCATION A.A.S. Degree

Fall Semester

			Class	Lab	Credit
*ENG	111	Expostory Writing	3	0	3
*MAT	140	Survey of Mathematics	3	0	3
*SPA	111	Elementary Spanish I	3	0	3
*SPA	181	Spanish Lab I	0	2	1
*SPI	113	Introduction to Spanish Int.	3	0	3
*CIS	110	Introduction to Computers	2	2	3
		Totals	**14**	**4**	**16**

Spring Semester

*ENG	114	Professional Research & Reporting	3	0	3
*SPA	112	Elementary Spanish II	3	0	3
*SPA	182	Spanish Lab 2	0	2	1
*PSY	150	General Psychology	3	0	3
*SPA	141	Culture and Civilization	3	0	3
*SPA	161	Cultural Immersion	2	3	3
		Totals	**14**	**5**	**16**

Summer Session

*SPA	120	Spanish for the Workplace	3	0	3
*SPA	211	Intermediate Spanish I	3	0	3
*SPA	281	Spanish Lab 3	0	2	1
*SPI	114	Analytical Skills for Spanish	3	0	3
		Totals	**9**	**2**	**10**

Fall Semester

*SPA	212	Intermediate Spanish II	3	0	3
*SPA	282	Spanish Lab 4	0	2	1
*SPI	213	Review of Grammar	3	0	3
*SPI	214	Introduction to Translation	3	0	3
*SPA	215	Spanish Phonetics & Structure of Language	3	0	3
		Humanities/Fine Arts Elective	3	0	3
		Totals	**15**	**2**	**16**

Spring Semester

SPA	221	Spanish Conversation	3	0	3
COE	112	Co-op Work Experience I	0	20	2
SPA	231	Reading and Composition	3	0	3
COE	115	Work Experience Seminar I	1	0	1
COM	231	Public Speaking	3	0	3
		Totals	**10**	**20**	**12**

Total Semester Hours Credit Required for A.A.S. Degree in Spanish Interpreter Education: 70

Total Semester Hours Credit Required for Diploma in Spanish Interpreter Education: 43

TAXIDERMY
(D30380)
Diploma/Certificate

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection and preparation. Students will learn basic mounting procedures, finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

COURSE REQUIREMENTS
FOR TAXIDERMY
Day Program
Diploma/Certificate

			Class	Lab	Credit
Fall Semester					
CIS 113	Computer Basics		0	2	1
MAT101	Applied Mathematics I		2	2	3
++TXY 101	Fish Taxidermy		6	18	12
		Total	**8**	**22**	**16**
Spring Semester					
BUS 230	Small Business Management		3	0	3
or					
BUS 280	REAL Small Business		4	0	4
ENG 101	Applied Communications I		3	0	3
+TXY 103	Mammal Taxidermy		6	18	12
		Total	**12-13**	**18**	**18-19**
Summer Session					
TXY 105	Bird Taxidermy		3	9	6

Total Semester Hours Credit Required for Taxidermy Diploma: 40 - 41

+ Total Semester Hours Credit Required for Taxidermy: Mammal Certificate: 12

++ Total Semester Hours Credit Required for Taxidermy: Fish Certificate: 12

COURSE REQUIREMENTS FOR TAXIDERMY Evening Program Certificates

The Taxidermy: Mammal Certificate and the Taxidermy: Fish Certificate will be offered on a rotating basis dependant upon student enrollment.

Taxidermy: Fish Certificate

		Class	Lab	Credit
Fall Semester				
++TXY 101A	Fish Taxidermy	3	9	6
Spring Semester				
++TXY 101B	Fish Taxidermy	3	9	6

Taxidermy: Mammal Certificate

		Class	Lab	Credit
Fall Semester				
+TXY 103A	Mammal Taxidermy	3	9	6
Spring Semester				
+TXY 103B	Mammal Taxidermy	3	9	6

+ Total Semester Hours Credit Required for Taxidermy: Mammal Certificate: 12

++ Total Semester Hours Credit Required for Taxidermy: Fish Certificate: 12

Course Descriptions

		Class	Lab	Clinical	Credit
ACC 120	**Prin Of Accounting I**	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites: None
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121	**Prin of Accounting II**	**3**	**2**	**0**	**4**

Prerequisites: ACC 120
Corequisites: None
This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

ACC 129	**Individual Income Taxes**	**2**	**2**	**0**	**3**

Prerequisites:
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 150	**Computerized Gen Ledger**	**1**	**2**	**0**	**2**

Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisites: ACC 121
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II 3 2 0 4
Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 3 0 0 3
Prerequisites: ACC 121
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AHR 110 Intro to Refrigeration 2 6 0 5
Prerequisites:
Corequisites: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2 2 0 3
Prerequisites:
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2 4 0 4
Prerequisites:
Corequisites: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling 2 4 0 4
Prerequisites:
Corequisites: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2 4 0 4
Prerequisites: AHR 110 or AHR 113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 120 HVACR Maintenance 1 3 0 2
Prerequisites:
Corequisites: None
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 133 HVAC Servicing 2 6 0 4
Prerequisites:
Corequisites: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 210 Residential Building Code 1 2 0 2
Prerequisites:
Corequisites: None
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design 2 2 0 3
Prerequisites:
Corequisites: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems 2 6 0 4
Prerequisites: AHR 114
Corequisites: None
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

ART 111 Art Appreciation 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

AUB 111 Painting & Refinishing I 2 6 0 4
Prerequisites:
Corequisites: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II 2 6 0 4
Prerequisites: AUB 111
Corequisites: None
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes 1 2 0 2
Prerequisites: AUB 111
Corequisites: None
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I 1 4 0 3
Prerequisites:
Corequisites: None
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II 2 6 0 4
Prerequisites:
Corequisites: None
This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I 2 4 0 4
Prerequisites:
Corequisites: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 0 4
Prerequisites: AUB 131
Corequisites: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 1 4 0 3
Prerequisites:
Corequisites: None
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisites:
Corequisites: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUT 111 Basic Auto Technology 1 2 0 2
Prerequisites:
Corequisites: None
This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment.

AUT 112 Auto Shop Management 1 2 0 2
Prerequisites:
Corequisites: None
This course covers principles of management essential to decision making, communication, authority, and leadership. Topics include shop supervision, customer relations, cost effectiveness, and workplace ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 115 Engine Fundamentals 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair 1 3 0 2
Prerequisites:
Corequisites: None
This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 141 Suspension & Steering Sys 2 4 0 4
Prerequisites:
Corequisites: None
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 Brake Systems 2 2 0 3
Prerequisites:
Corequisites: None
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 161 Electrical Systems 2 6 0 4
Prerequisites:
Corequisites: None
This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 164 Automotive Electronics 2 2 0 3
Prerequisites:
Corequisites: None
This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

AUT 171 Heating & Air Conditioning 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance-Electrical 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

AUT 183 Engine Performance-Fuels 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 186 Automotive Computer Appl 1 2 0 2
Prerequisites:
Corequisites: None
This course introduces computer operating systems, word processing, and electronic automotive service information systems. Emphasis is placed on operation systems, word processing, and electronic automotive service information systems. Upon completion, students should be able to use an operating system to access information pertaining to automotive technology and perform word processing.

AUT 221 Automatic Transmissions 2 6 0 4
Prerequisites:
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 Manual Drive Trains/Axles 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 271 Adv Heating & A/C 2 2 0 3
Prerequisites:
Corequisites: None
This course utilizes service information and test equipment to diagnose automatic temperature control and ventilation systems. Topics include advanced testing of sensors, actuators, and control modules using service information, on-board diagnostics, and/or appropriate test equipment. Upon completion, students should be able to perform advanced diagnosis and repair on automatic temperature control and ventilation systems.

AUT 281 Adv Engine Performance 2 2 0 3
Prerequisites:
Corequisites: None
This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

AUT 282 Engine Elec Management 3 9 0 6
Prerequisites:
Corequisites: None
This course includes principles, systems, and procedures required for diagnosing and restoring engine performance/driveability and emission control through mechanical, electrical, and gas analysis. Emphasis is placed on diagnostics using mechanical, electrical (including on-board), and gas analysis to determine root causes for repair purposes. Upon completion, students should be able to diagnose and repair PCM-related engine performance/driveability and emission problems.

BAF 110 Principles of Banking 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students, should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 131 Fund of Bank Lending 3 0 0 3
Prerequisites: ACC *120
Corequisites: None
This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"'s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function.

BAF 141 Law & Banking: Principles 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation.

BAF 222 Money and Banking 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides a fundamental treatment of how money and banks function in the U.S. and world economics. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve.

BAF 232 Consumer Lending 3 0 0 3
Prerequisites: None
Corequisites: None
This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

BAF 244 Bank Management 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the handling of day-to-day bank activities. Emphasis is placed on the objectives, planning, structure, control, and interrelationship of various bank departments. Upon completion, students should be able to demonstrate an understanding of bank objectives and policies and the administration of deposits, loans, and other investments.

BIO 111 General Biology I 3 3 0 4
Prerequisites
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II 3 3 0 4
Prerequisites: BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany 3 3 0 4
Prerequisites: BIO 110 and BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 Introductory Zoology 3 3 0 4
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehensive of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab 0 3 0 1
Prerequisites:
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 163 Basic Anat & Physiology 4 2 0 5
Prerequisites:
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 165 Anatomy and Physiology I 3 3 0 4
Prerequisites:
Corequisites: None
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166 Anatomy and Physiology II 3 3 0 4
Prerequisites: BIO 165
Corequisites: None
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIO 175 General Microbiology 2 2 0 3
Prerequisites: BIO 110, BIO 163, BIO 166 or BIO 169
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

BIO 271 Pathophysiology 3 0 0 3
Prerequisites: BIO 163, BIO 166, or BIO 169
Corequisites: None
This course provides an in-depth study of human pathological processes and their effects of homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.

BUS 110 Introduction to Business 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

BUS 115 Business Law I 3 0 0 3
Prerequisites:
Corequisites:None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math 2 2 0 3
Prerequisites:
Corequisites:None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 137 Principles of Management 3 0 0 3
Prerequisites:
Corequisites:None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 153 Human Resource Management 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 Business Finance 2 2 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management 3 0 0 3
Prerequisites:
Corequisites:None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 260 Business Communication 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 REAL Small Business 4 0 0 4
Prerequisites:
Corequisites: None
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CHM 151 General Chemistry I 3 3 0 4
Prerequisites:
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II 3 3 0 4
Prerequisites: CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 110 Introduction to Computers 2 2 3 3
Prerequisites:
Corequisites: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

CIS 113 Computer Basics 0 2 0 1
Prerequisites:
Corequisites: None
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

CIS 115 Intro to Prog & Logic 2 2 0 3
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 120 Spreadsheet I **2 2 0 3**
Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating System **2 3 0 3**
Prerequisites:
Corequisites: None
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152 Database Concepts & Apps **2 2 0 3**
Prerequisites: CIS 110, CIS 111, or CIS 115
Corequisites: None
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 165 Desktop Publishing I **2 2 0 3**
Prerequisites:
Corequisites: None
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

CIS 169 Business Presentations **1 2 0 2**
Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 172 Intro to the Internet **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CIS 217 Computer Train & Support 2 2 0 3
Prerequisites:
Corequisites: None
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

CIS 286 Systems Analysis & Design 3 0 0 3
Prerequisites: CIS 115
Corequisites: None
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CJC 100 Basic Law Enforcement Trn 9 27 0 18
Prerequisites:
Corequisites: None
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111 Intro to Criminal Justice 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112 Criminology 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120 Interviews/Interrogations 1 2 0 2
Prerequisites:
Corequisites: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 131 Criminal Law 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisites:
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 211 Counseling 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics & Comm Relations 3 0 0 3
Prerequisites:
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 0 3
Prerequisites:
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 221 Investigative Principles 3 2 0 4
Prerequisites:
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 225 Crisis Intervention 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law 3 0 0 3
Prerequisites:
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability 3 0 0 3
Prerequisites:
Corequisites: None
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 241 Community-Based Corrections 3 0 0 3
Prerequisites:
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COE 111 Co-op Work Experience I 0 0 10 1
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I 0 0 20 2
Prerequisite: None
Corequisite: None
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I 1 0 0 1
Prerequisites:
Corequisites: COE 111, COE 112, COE 113, or COE 114
This course description may be written by the individual colleges.

COE 122 Co-op Work Experience II 0 0 20 2
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 Work Exp Seminar II 1 0 0 1
Prerequisites:
Corequisites: COE 121, COE 122, COE 123, or COE 124
This course description may be written by the individual colleges.

COM 231 Public Speaking 3 0 0 3
Prerequisite: None
Corequisite: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ECO 251 Prin of Microeconomics 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Prin of Macroeconomics 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDU 111 Early Childhood Cred I 2 0 0 2
Prerequisites:
Corequisites: None
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Cred II 2 0 0 2
Prerequisites:
Corequisites: None
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Child Cred 2 0 0 2
Prerequisites:
Corequisites: None
This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 131 Child, Family, & Community 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities 3 0 0 3
Prerequisites:
Corequisites: None
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153 Health, Safety, & Nutrition 3 0 0 3
Prerequisites:
Corequisites: None
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 153A **Health, Safety, & Nut Lab** **0** **2** **0** **1**
Prerequisites:
Corequisites: EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 171 **Instructional Media** **1** **2** **0** **2**
Prerequisites:
Corequisites: None
This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.

EDU 185 **Cognitive & Lang Act** **3** **0** **0** **3**
Prerequisites:
Corequisites: None
This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

EDU 221 **Children with Sp Needs** **3** **0** **0** **3**
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234 **Infants, Toddlers, & Twos** **3** **0** **0** **3**
Prerequisites:
Corequisites: None
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 251 Exploration Activities 3 0 0 3
Prerequisites:
Corequisites: None
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning 3 0 0 3
Prerequisites: EDU 112, EDU 113, or EDU 119
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin I 2 0 0 2
Prerequisites:
Corequisites: None
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin II 3 0 0 3
Prerequisites: EDU 261
Corequisites: None
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 282 Early Childhood Lit 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 286 Early Childhood Issues 1 0 0 1
Prerequisites: ENG 111 and completion of curriculum core requirements
Corequisites: COE 111 or COE 121
This course provides an opportunity to discuss the application of skills in a developmentally appropriate early childhood environment. Emphasis is placed on developing strategies for reaching competency goals and objectives and on planning and developing curriculum. Upon completion, students should be able to demonstrate competence in classroom management skills and in developing, implementing, and evaluating curriculum plans.

EGR 131 Intro to Electronics Tech 1 2 0 2
Prerequisites:
Corequisities: None
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 285 Design Project 0 4 0 2
Prerequisities:
Corequisites: None
This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELC 112 DC/AC Electricity 3 6 0 5
Prerequisites:
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I 2 6 0 4
Prerequisites:
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 115 Industrial Wiring **2 6 0 4**
Prerequisites: ELC 113
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls **2 6 0 4**
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119 NEC Calculations **1 2 0 2**
Prerequisites:
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128 Intro to PLC **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 229 Applications Project **1 3 0 2**
Prerequisites: ELC 112, ELC 113, or ELC 140
Corequisites: None
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELN 131 Electronic Devices **3 3 0 4**
Prerequisites: ELC 112, ELC 131, or ELC 140
Corequisites: None
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3 3 0 4
Prerequisites: ELN*131 or BMT*113
Corequisites : None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4
Prerequisites: ELN 111, ELC 112, ELC 131, or ELC 140
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 229 Industrial Electronics 2 4 0 4
Prerequisites: ELC 112, ELC 131, or ELC 140
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232 Intro to Microprocessors 3 3 0 4
Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 275 Troubleshooting 1 2 0 2
Prerequisites: None
Corequisites : ELN 133 and ELN 141
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMS 110 EMT-Basic 5 3 0 6
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

EMS 111 Prehospital Environment 2 2 0 3
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces the prehospital care environment and is required for all levels of EMT certification. Topics include roles, responsibilities, laws, ethics, communicable diseases, hazardous materials recognition, therapeutic communications, EMS systems, and defense tactics. Upon completion, students should be able to demonstrate competence in rules and regulations governing prehospital care and personal protection.

EMS 120 Intermediate Interventions 2 3 0 3
Prerequisites: EMS 110 and EMS 111
Corequisites: EMS 121 or EMS 122 and COE 111, EMS 130, and EMS 131
This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

EMS 121 EMS Clinical Practicum I 0 0 6 2
Prerequisites: EMS 110 and EMS 111
Corequisites: EMS 120, EMS 130, and EMS 131
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

EMS 130 Pharmacology I for EMS 1 2 0 2
Prerequisites: EMS 110 and Minimum ASSET score of 40 in Elementary Algebra or successful completion of MAT 070
Corequisites: EMS 120 and EMS 131
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Adv Airway Management 1 2 0 2
Prerequisites: EMS 110
Corequisites: EMS 120 and EMS 130
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management 1 6 0 3
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emerg Vehicles & EMS Comm 1 3 0 2
Prerequisites: Enrollment in EMS program
Corequisites: None
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Adv Patient Assessment 2 2 0 3
Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or both COE 111 and EMS 122
Corequisites: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology 3 3 0 4
Prerequisites: EMS 120, EMS 130, and EMS 131
Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II 0 0 9 3
Prerequisites: EMS 121; or EMS 122 and COE 111
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Pract III 0 0 9 3
Prerequisites: EMS 221; or EMS 222 and COE 121
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 2
Prerequisites: Enrollment in EMS program
Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to nderstand the principles of managing emergency medical service delivery systems.

EMS 240 Behavioral Emergencies 2 0 0 2
Prerequisites: EMS 120, EMS 121 or EMS 122 and COE 111, EMS 130, and EMS 131
Corequisites: None
This course includes concepts of crisis intervention and techniques of dealing with different behavioral emergencies and is required for paramedic certification. Topics include psychiatric emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered behavioral emergencies.

EMS 241 EMS Clinical Practicum IV 0 0 9 3
Prerequisites: EMS 231; or EMS 232 and COE 131
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Advanced Medical Emergencies 2 2 0 3
Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or both COE 111 and EMS 122
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma Emergencies 1 3 0 2
Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or both COE 111 and EMS 122
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies 2 2 0 3
Prerequisites: EMS 120, EMS 130, and EMS 131
Corequisites: None
This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course 2 2 0 3
Prerequisites: None
Corequisites: None
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone 1 3 0 2
Prerequisites: EMS 220, EMS 250, and EMS 260
Corequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 070 Basic Language Skills 2 2 0 3
Prerequisites:
Corequisites: None
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course doe not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 080 Writing Foundations 3 2 0 4
Prerequisites: ENG 070 or ENG 075
Corequisites: None
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 090 Composition Strategies 3 0 0 3
Prerequisites: ENG 080 or ENG 085
Corequisites: None
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

ENG 090A Comp Strategies Lab 0 2 0 1
Prerequisites: ENG 080 or ENG 085
Corequisites: ENG 090
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 101 Applied Communications I 3 0 0 3
Prerequisites:
Corequisites: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 102 Applied Communications II 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 111 Expository Writing 3 0 0 3
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 111A Expository Writing Lab 0 2 0 1
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites: ENG 111
This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 113 Literature-Based Research 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Prof Research & Reporting 3 0 0 3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 115 Oral Communication 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the basic principles of oral communications in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 131 Introduction to Literature 3 0 0 3
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 American Literature I 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II 3 3 0 0
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers 3 3 0 0
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 Major British Writers 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 World Literature I 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 World Literature II 3 0 0 3
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 271 Contemporary Literature 3 0 0 3
Prerequisites: ENG*112 or ENG*113 or ENG*114
Corequisites : None
This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

FOR 121 Dendrology 2 6 0 4
Prerequisites:
Corequisites: None
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.

FOR 123 Forest Botany 2 3 0 3
Prerequisites:
Corequisites: None
This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions.

FOR 131 Forest Measurements 2 3 0 3
Prerequisites:
Corequisites: None
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.

FOR 151 Forest Equip Operation 1 6 0 3
Prerequisites:
Corequisites: None
This course covers the basics of forest equipment safety and operation. Emphasis is placed on preventive maintenance and safe operating procedures. Upon completion, students should be able to match a machine to a job and perform basic machine tasks.

FOR 171 Intro to Forest Resources 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.

FOR 173 Soils & Hydrology 2 3 0 3
Prerequisites:
Corequisites: None
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality.

FOR 175 Wildlife/Environ Studies 2 3 0 3
Prerequisites
Corequisites: None
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States.

FOR 213 Remote Sensing 2 3 0 3
Prerequisites:
Corequisites: None
This course introduces indirect methods for gathering information. Topics include the use of aerial photography and digital imagery for land description, quantification, and qualification. Upon completion, students should be able to use remote sensing devices and data in forest decision making.

FOR 225 Silvics & Silviculture 3 3 0 4
Prerequisites:
Corequisites: None
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques.

FOR 232 Forest Mensuration 2 6 0 4
Prerequisites: FOR 131
Corequisites: None
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands.

FOR 234 Forest Surveying 2 6 0 4
Prerequisites:
Corequisites: None
This course covers the basic concepts of plane surveying: distance and angle measurement, leveling with a variety of instruments, field note organization, and computation. Emphasis is placed on boundary location and acreage determination. Upon completion, students should be able to survey a tract of land.

FOR 240 Forest Protection 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods.

FOR 245 Forest Pesticides 2 3 0 3
Prerequisites:
Corequisites: None
This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment.

FOR 271 Forest Management 2 3 0 3
Prerequisites: FOR 225 and FOR 232
Corequisites: None
This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships.

FOR 282 Forest Recreation 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes.

FOR 285 Logging & Marketing 2 3 0 3
Prerequisites:
Corequisites: None
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation.

FRE 111 Elementary French I 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II 3 0 0 3
Prerequisites: FRE 111
Corequisites: None
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211 Intermediate French I 3 0 0 3
Prerequisite: FRE 112
Corequisite: None
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEL 111 Introductory Geology 3 2 0 4
Prerequisites: None
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEO 111 World Regional Geography 3 0 0 3
Prerequisite: None
Corequisite: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GSM 111 Gunsmithing I 2 12 0 6
Prerequisites:
Corequisites: None
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

GSM 120 Gunsmithing Tools 2 12 0 6
Prerequisites:
Corequisites: None
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 123 Basic Stockmaking 2 12 0 6
Prerequisites:
Corequisites: None
This course introduces the design, layout, and proper wood selection for stocks. Topics include building stocks by hand, one-butt stocks, and fore-ends for a two-piece shotgun. Upon completion, students should be able to choose a suitable piece of wood, lay out a stock, and produce a butt stock and fore-end for a firearm.

GSM 125 Barrel Fitting/Alteration 3 9 0 6
Prerequisites:
Corequisites: None
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 General Repair 3 9 0 6
Prerequisites:
Corequisites: None
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

GSM 223 Rifle Stockmaking 2 12 0 6
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on the design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock.

GSM 225 Gunmetal Refinishing 2 12 0 6
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal.

GSM 227 Adv Repair Technology 2 12 0 6
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

GSM 230 Handgun Technology 2 9 0 5
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

GSM 235 Current Gunsmithing Tech 2 12 0 6
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding.

HIS 114 Comparative World History 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 121 Western Civilization I 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 Western Civilization II 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I 3 0 0 3
Prerequisites:
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II 3 0 0 3
Prerequisites:
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 162 Women and History 3 0 0 3
Prerequisites:
Corequistes: None
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, polities, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course is intended for all Associate degree programs.*

HIS 167 The Vietnam War 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war in France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War.

HSE 110 Intro to Human Services 2 2 0 3
Prerequisites:
Corequisites: None
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

ISC 131 Quality Management 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

MAT 050 Basic Math Skills 3 2 0 4
Prerequisites:
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics 3 2 0 4
Prerequisites: MAT 050
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra 3 2 0 4
Prerequisites: MAT 060
Corequisites: RED 080 or ENG 085
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra 3 2 0 4
Prerequisites: MAT 070
Corequisites: RED 080 or ENG 085
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101 Applied Mathematics I 2 2 0 3
Prerequisites: MAT 060
Corequisites: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate and diploma programs.*

MAT 120 Geometry and Trigonometry 2 2 0 3
Prerequisites: MAT 070
Corequisites: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 140 Survey of Mathematics 3 0 0 3
Prerequisites: MAT 070
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151 Statistics I 3 0 0 3
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement eneral education core requirement in natural sciences/mathematics.*

MAT 165 Finite Mathematics 3 0 0 3
Prerequisites: MAT 161
Corequisites: None
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171 Precalculus Algebra 3 0 0 3
Prerequisite: MAT 080 or MAT 090
Corequisite: None
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172 Precalculus Trigonometry 3 0 0 3
Prerequisite: MAT 171
Corequisite: None
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263 Brief Calculus 3 0 0 3
Prerequisites: MAT 161
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 Calculus I 3 2 0 4
Prerequisites: MAT 172 or MAT 175
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 Calculus II 3 2 0 4
Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MEC 172 Intro to Metallurgy 2 2 0 3
Prerequisites:
Corequisites: None
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MED 110 Orientation to Med Assist 1 0 0 1
Prerequisites:
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 114 Prof Interac in Heal Care 1 0 0 1
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 118 Medical Law and Ethics 2 0 0 2
Prerequisites:
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3 0 0 3
Prerequisites: MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Admin Office Proc I 1 2 0 2
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin Office Proc II 1 2 0 2
Prerequisites: MED 130
Corequisites: None
This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription 2 2 0 3
Prerequisites: MED 121
Corequisites: None
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 Exam Room Procedures I 3 4 0 5
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 Medical Insurance Coding 1 3 0 2
Prerequisites: MED 131
Corequisites: None
This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Externship 0 0 15 5
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 264 Med Assisting Overview 2 0 0 2
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology 2 2 0 3
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy 3 0 0 3
Prerequisites: Enrollment in the Medical Assisting program and MED 140
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education 1 2 0 2
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MEG 110 Tools, Term, & Procedures 2 6 0 4
Prerequisites:
Corequisites: None
This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals.

MEG 111 Scroll Cutting & Design 2 9 0 5
Prerequisites:
Corequisites: None
This course introduces the techniques of drawing and engraving basic bias scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace.

MEG 114 Bolino 2 6 0 4
Prerequisites:
Corequisites: None
This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals.

MEG 115 Lettering & Calligraphy 2 3 0 3
Prerequisites:
Corequisites: None
This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles.

MEG 116 Flush & Raised Inlay 2 9 0 5
Prerequisites:
Corequisites: None
This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermox engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object.

MEG 117 Engraving Applications 2 6 0 4
Prerequisites: MEG 111
Corequisites: None
This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace.

MEG 118 Advanced Scroll Drawing 1 3 0 2
Prerequisites: MEG 111
Corequisites: None
This course provides the opportunity to develop personal application of the elements of design into scroll drawings. Emphasis is placed on design elements, creativity, advanced scroll anatomy, and developing personal styles. Upon completion, students should be able to incorporate their own unique style of scroll drawings into complex geometric shapes.

MKT 120 Principles of Marketing 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MUS 110 Music Appreciation 3 0 0 3
Prerequisites:
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be **able to demonstrate skills in basic listening and understanding of the art of music.** ***This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.***

NAS 101 Nursing Assistant I 3 2 3 5
Prerequisites : High school diploma or GED
Corequisites: None
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. ***This is a certificate-level course.***

NAS 102 Nursing Assistant II 3 2 6 6
Prerequisites: High school diploma or GED and currently listed as NA I with State of North Carolina
Corequisites: None
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterization, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. ***This is a certificate-level course.***

NAS 103 Home Health Care 2 0 0 2
Prerequisites: High school diploma or GED
Corequisites: None
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. ***This is a certificate-level course.***

NET 110 Data Comm/Networking 2 2 0 3
Prerequisites:
Corequisites: None
This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NUR 101 Practical Nursing I 7 6 6 11
Prerequisites: Enrollment in the Practical Nursing program
Corequisites: None
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. ***This is a diploma-level course.***

NUR 102 Practical Nursing II 8 0 12 12
Prerequisites:
Corequisites:
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. ***This is a diploma-level course.***

NUR 103 Practical Nursing III 6 0 12 10
Prerequisites:
Corequisites:
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. ***This is a diploma-level course.***

OST 122 Office Computations 1 2 0 2
Prerequisites:
Corequisites: None
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131 Keyboarding 1 2 0 2
Prerequisites:
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building 1 2 0 2
Prerequisites: OST 131
Corequisites: None
This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134 Text Entry & Formatting 3 2 0 4
Prerequisites: OST 131
Corequisites: None
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 135 Adv Text Entry & Format 3 2 0 4
Prerequisites: OST*134
Corequisites : None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 1 2 0 2
Prerequisites: OST 131
Corequisites: None
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 164 Text Editing Applications 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 1 2 0 2
Prerequisites:
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Machine Transcription I 1 2 0 2
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 224 Machine Transcription II 1 2 0 2
Prerequisites: OST 223
Corequisites: None
This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

OST 236 Adv Word/Information Proc 2 2 0 3
Prerequisites: OST 136
Corequisites: None
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 286 Professional Development 2 0 0 2
Prerequisites:
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Systems Management 2 2 0 3
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PCC 110 Intro to Pottery 3 15 0 8
Prerequisites:
Corequisites: None
This course introduces pottery making for potters, including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns.

PCC 111 Functional Pottery I 3 15 0 8
Prerequisites:
Corequisites: None
This course covers the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln.

PCC 114 Raku 1 3 0 2
Prerequisites:
Corequisites: None
This course introduces clay bodies, glazes, kilns, and firing techniques necessary for making and safely firing raku pottery. Topics include clay properties, glaze types, kiln design, firing techniques, and historical information and safety related to the raku process. Upon completion, students should be able to make, glaze, and fire a variety of raku projects.

PCC 118 Clay: Special Study 0 4 0 2
Prerequisites:
Corequisites: None
This course provides a format in which to explore personal interests in clay with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay works as specified in student-instructor-designed contractual agreements.

PCC 130 Pottery Production 2 9 0 5
Prerequisites:
Corequisites: None
This course covers the production of similar functional forms that have a harmony of form, function, and design. Emphasis is placed on producing similar pottery forms, such as mugs, pitchers, plates, lidded containers, bottles, stemware, and teapots. Upon completion, students should be able to produce on the wheel multiples of the same form that are similar in size, shape, and properties.

PCC 132 Glaze Formulation 1 3 0 2
Prerequisites:
Corequisites: None
This course provides an in-depth study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. Upon completion, students should be able to demonstrate an understanding of glaze chemical qualities and formulate new glazes.

PCC 210 Functional Pottery II 3 15 0 8
Prerequisites: PCC 111
Corequisites: None
This course expands previous wheel throwing skills and involves larger, more complicated forms, production skills, slip and glaze theory, kiln theory, and glaze firing. Topics include centering and throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, and fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, and matching multiple forms and identify kiln properties and burner types.

PCC 211 Decorative Pottery 3 15 0 8
Prerequisites: PCC 111
Corequisites: None
This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques.

PCI 264 Process Control with PLCs 3 3 0 4
Prerequisites: ELC 128
Corequisites: None
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

PHY 151 College Physics I 3 2 0 4
Prerequisites: MAT 162, MAT 172 or MAT 175
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 College Physics II 3 2 0 4
Prerequisites: PHY 151
Corequisites: None
This course uses algebra-and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

POL 120 American Government 3 0 0 3
Prerequisites:
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 150 General Psychology 3 0 0 3
Prerequisites:
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psych 3 0 0 3
Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 263 Educational Psychology 3 0 0 3
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

PSY 264 Counseling Techniques 2 2 0 3
Prerequisites: PSY 150
Corequisites: None
This course introduces basic counseling skills, models, and methods used in helping relationships. Emphasis is placed on listening, communication and interviewing skills, practical exercises and techniques, intervention strategies, and self-awareness in helping relationships. Upon completion, students should be able to demonstrate basic helping skills.

PSY 281 Abnormal Psychology 3 0 0 3
Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

REA 101 Intro Real Est App R-1 2 0 0 2
Prerequisites:
Corequisites: None
This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. *This course is required for the Real Estate Appraisal certificate.*

REA 102 Valuation Prin & Prac R-2 2 0 0 2
Prerequisites: REA 101
Corequisites: None
This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). *This course is required for the Real Estate Appraisal certificate.*

REA 103 Applied Res Prop Val R-3 2 0 0 2
Prerequisites: REA 102
Corequisites: None
This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201. *This course is required for the Real Estate Appraisal certificate.*

REA 201 Intro Income Prop App G-1 2 0 0 2
Prerequisites: REA 103
Corequisites: None
This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. *This course is required for the Real Estate Appraisal certificate.*

REA 202 Adv Inc Capital Proc G-2 2 0 0 2
Prerequisites: REA 201
Corequisites: A financial calculator is required for this course
This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *This course is required for the Real Estate Appraisal certificate.*

REA 203 Applied Inc Prop Val G-3 2 0 0 2
Prerequisites: REA 202
Corequisites: None
This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. *This course is required for the Real Estate Appraisal Certificate.*

REL 110 World Religions 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

RED 070 Essential Reading Skills 3 2 0 4
Prerequisites:
Corequisites: None
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 080 Intro to College Reading 3 2 0 4
Prerequisites: RED 070 or ENG 075
Corequisites: None
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090 Improved College Reading 3 2 0 4
Prerequisites: RED 080 or ENG 085
Corequisites: None
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

REL 211 Intro to Old Testament 3 0 0 3
Prerequisites:
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 Intro to New Testament 3 0 0 3
Prerequisites:
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221 Religion in America 3 0 0 3
Prerequisites:
Corequisites: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SCI 090 Skills for the Sciences 2 2 0 3
Prerequisites:
Corequisites: None
This course is designed to provide fundamental skills necessary for entry into college-level science courses. Topics include scientific vocabulary, measurement, scientific notation, the scientific method for solving problems, collaborative skills, and applications to various areas of science. Upon completion, students should be able to demonstrate a readiness for college-level science courses.

SOC 210 Introduction to Sociology 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SPA 111 Elementary Spanish I 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II 3 0 0 3
Prerequisites: SPA 111
Corequisites: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and Career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture and Civilization 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 161 Cultural Immersion 2 3 0 3
Prerequisites: SPA *111
Corequisites: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 181 Spanish Lab I 0 2 0 1
Prerequisites: None
Corequisites: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 182 Spanish Lab 2 0 2 0 1
Prerequisites: SPA*181
Corequisites: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective requirement.*

SPA 211 Intermediate Spanish I 3 0 0 3
Prerequisite: SPA 112
Corequisite: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and *future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II 3 0 0
3Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 215 Spanish Phonetics/Structure 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 Spanish Conversation 3 0 0 3
Prerequisites: SPA*212
Corequisites: None
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 231 Reading and Composition 3 0 0 3
Prerequisites: SPA*212
Corequisites: None
This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 281 Spanish Lab 3 0 2 0 1
Prerequisites: SPA*182
Corequisites: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 282 Spanish Lab 4 0 2 0 1
Prerequisites: SPA*281
Corequisites: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPI 113 Intro. To Spanish Inter. 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the field of interpreting, interpretation, models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working condition. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings, Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations

SPI 114 Analytical Skills Spanish Inter. 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion students should be able to consecutively interpret mon-technical, interactive messages between Spanish and English.

SPI 213 Review of Grammar 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPI 214 Intro. To Translation 3 0 0 3
Prerequisites: None
Corequisites: None
This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

TXY 101 Fish Taxidermy 6 18 0 12
Prerequisites:
Corequisites: None
This course covers mounting and painting fish, including skin mounts, reproductions, fish identifications, coloration, and habitat construction. Emphasis is placed on methods of measuring, skinning, preserving and restoring color to skin-mounted fish, and the preparation and painting of reproduction fish. Upon completion, students should be able to successfully complete all steps necessary to mount and paint skin-mounted specimens and prepare and paint reproduction fish. *This is a diploma-level course.*

TXY 103 Mammal Taxidermy 6 18 0 12
Prerequisites:
Corequisites: None
This course covers mounting game heads and life-size mammals with shop experience in mounting selected species and the construction of habitats. Emphasis is placed on proper measuring techniques, skinning, form selection, and mounting procedures. Upon completion, students should be able to skin, preserve, and mount mammals to achieve a life-like appearance, including proper color restoration. *This is a diploma-level course.*

TXY 105 Bird Taxidermy 3 9 0 6
Prerequisites:
Corequisites: None
This course covers bird taxidermy, including the application of commercial forms, artificial heads, and wrapped bodies. Emphasis is placed on federal laws governing migratory birds and techniques used to skin, degrease, preserve, and mount specimens. Upon completion, students should be able to skin, degrease, preserve, and mount birds to achieve a life-like appearance, including proper color restoration. *This is a diploma-level course.*

WLD 112 Basic Welding Processes 1 3 0 2
Prerequisites:
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Continuing Education & Community Services

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford all individuals in Montgomery County the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor that they desire. The Continuing Education and Community Services Division plays a vital role in providing those opportunities. Through a variety of programs and services the division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

ADMISSION

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes.

FEES

A small fee is charged for adult continuing education classes. Such fees, when charged, are due and payable upon entry. Books and supplies are available through the College bookstore.

There may be a nominal fee charged for lab usage or materials. North Carolina residents who are age 65 or older are not required to pay registration fees except in the case of self-supporting courses.

REGISTRATION FEE REFUNDS

A student who officially withdraws from an extension class prior to the first class meeting is eligible for a 100% refund upon request to the Continuing Education and Community Services Division. After the respective class begins, a 75% refund may be granted upon request if the student officially withdraws from class prior to or on the 10% point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100% refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75% refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100% refund if the class is canceled by the College. No registration refunds are permitted for self-supporting classes except in the case of class cancellation by the College.

CERTIFICATES

Certificates may be awarded to students meeting requirements for any of the classes and programs for adults.

CLASS LOCATIONS & PROGRAM DELIVERY

A number of adult classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever a sufficient number of students have indicated an interest. Instruction for continuing education classes, workshops, and seminars place emphasis on the adult learner's needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years. As well, others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the Internet, video conference and combination of traditional classroom and self-directed computer assisted instruction.

CLASS FORMATION

Generally, Continuing Education classes are established on a demand basis. Different program areas have different requirements for number of students, cost, and places to meet. Course offerings reflect the needs and interests of the citizens. This means that Montgomery Community College counts on its public to request courses. If you desire a course which has not been announced, contact the continuing education office of Montgomery Community College. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

ENROLLMENT

Students must pre-register for all classes by completing the Continuing Education registration form and submitting the appropriate fee (when applicable) by scheduled deadlines as advertised.

OCCUPATIONAL COURSE REPETITION POLICY

Students may repeat occupational courses once at the regular registration fee. Registration fees for additional repeats will be assessed for the full amount of the per student cost for the class.

CEU'S

A CEU is a unit designation recognized by the Southern Association of Colleges and Schools and is awarded for selected Adult Continuing Education Classes at Montgomery Community College. The CEU signifies the class is organized for a quality instructional program.

CEU's are earned at a rate of 1 CEU for each ten (10) hours of class.

AREAS OF STUDY IN CONTINUING EDUCATION AND COMMUNITY SERVICES

Areas of study in Continuing Education and Community Services include the following:

- Occupational Training Programs
- Community Services/Self-Supporting Programs
- Adult Basic Skills Programs
- Human Resources Development
- Business and Industry Services

Occupational Training Programs

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary having the best trained individuals caring for you is very important. The division offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Basic Emergency Medical Technician

- Fire and Rescue Service
- Certified Nursing Assistant I & II
- Phlebotomy Technician
- Public Safety Telecommunication

Banking

Partnering with the American Institute of Banking, courses are available through continuing education. Participants can earn dual credit through college continuing education as well as credit toward a certificate with AIB. For the course schedule call the Continuing Education office. Courses can be sponsored by the local banks.

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines how often renewal is needed and the number of hours required. Courses for renewal are:

- Real Estate
- CPR/First Aid
- CNA Refresher
- Educators
- Firearms Training

Computer Applications

Training in beginning, intermediate, and advanced computer software applications is offered to persons desiring to retrain or upgrade job skills using the latest hardware and software. Software version upgrade training can be provided for employees at their work-site. Microsoft Office User Specialist (MOUS) Certification testing is available for those persons wanting national recognition of computer skills. If you would to know how your present computer skills stack up against MOUS, MCC offers a evaluation service. Call for either a test or evaluation appointment.

Heat Pump Skills Center

Working with Advanced Energy Corporation, continuing education offers courses in heating and air conditioning. Areas of refrigeration and electrical are available for service technicians wanting to upgrade their skills in systems dianotistic, operation and peak system performance evaluation. Participants are grouped based on pre-test results.

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control curcuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Law Enforcement Training

Staff development and ongoing in service training is a necessity for law enforcement today. Legal updates, firearms recertification, SWAT, and search and seizure are just some of the types of training made available to law enforcement agencies through continuing education. All training is designed to meet the needs of state, county, city, and other law enforcement agencies.

Community Services/Self-Supporting Programs

Short, personal enrichment courses are the mainstay of Community Services/Self Supporting programs. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Community Services courses are offered with fee exemptions for North Carolina senior citizens age 65 or older. There are no fee exemptions allowed for self supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting old techniques in the addressed fields of study. Courses are offered on a self-supported basis allowing no fee exemptions. Fees do not include hand tools or supplies.

Business and Industry Services

Many training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. The training programs are customized to meet individual company needs. With the assistance of specially appropriated state tax dollars, these training programs are within the budgets of all local firms. Call the College for more information on the Continuing Education Division's business and industry programs. Our staff in Business and Industry Services at Montgomery Community College can assist your efforts to develop and train your employees by working side by side with you and your staff. Our overall scope of services includes:

- assessment of employee skills to determine need for training;
- job analysis and work procedure writing;
- employee development planning;
- training plan development;
- training program and course design;
- training delivery to employees (to include office, plant production, maintenance, process management, and management at all levels);
- trainer training;
- training documentation;
- training evaluation to include employee competency and program cost.

The Small Business Center

The Small Business Center assists small business owners/operators and prospective owners. Services include seminars, workshops, continuing education courses, one-to-one consultation, and referral. The Center provides information and resources including audio and video tapes, "how to" texts, local demographic data, and access to computer software packages. Courses offered regularly through the Center include marketing, management, recordkeeping, and start-up and management skills for a small business.

Focused Industry Training

Funded by special legislative appropriation, Focused Industry Training enables the College to assist existing industries with employee training, including industries with a small number of trainees. The program provides needs assessment for the training of skilled and semiskilled workers, consultation and planning assistance to industries relating to training needs, and customized training for individual industries or occupational groups.

New and Expanding Industry Training

This program stimulates the creation of challenging and rewarding jobs for the citizens of our area by developing training resources into a comprehensive education service for companies new to Montgomery County and for existing companies involved in major expansion efforts. Most often, training is conducted on-site at the industry where the trainee is to be employed. Alternative training sites can be arranged, if the company has that need.

Southern Sandhills Microenterprise Fund (SSMF)

Southern Sandhills Microenterprise Fund (SSMF) assists low and moderate income individuals who wish to start or expand economically viable microbusinesses. The SSMF provides a supportive group environment for small business owners who otherwise would be unable to get financing from traditional institutions. Members receive technical assistance and participate in analyzing and deciding on each other's loan proposals. Persons interested in this program can call the College's Small Business Center.

Rural Entrepreneurship Through Action Learning (REAL)

In this semester-long entrepreneur training program, participants analyze the market, decide on the business they would like to operate (or would want to improve), develop a viable business plan for implementation, and seek funding from the **NC REAL's Revolving Loan Fund and/or other sources.** Education takes places through hands-on involvement in the learning process in the classroom and in the community through the support of the REAL facilitator, fellow participants, the Small Business Center, and the Community Support Team.

Workplace In Transition (WIT)

Workplace In Transition is a new workforce development program being offered by Montgomery Community College. WIT is designed to improve the quality, productivity and retention of your newly hired employees.

Workplace In Transition focuses on two primary areas. The first is directly related to your workplace environment. Manufacturing processes, procedures, and terminology are covered. This assists the new hire to become acquainted with the total process as it relates to his/her specific job. The second area focuses on interpersonal and communication skills. The new hire will be introduced to techniques and ways that will increase success in working with other employees and supervisors. Both areas will be customized to ensure the training has the appearance of being part of the company's employee training program. The schedule to offer the training can be adapted to within other OJT activities. The training is most successful when employee exposure is frequent in short sessions over the period of new hire probation. WIT provides that extra bit of nurturing that is often needed for some employees to successfully establish themselves with your company. You will find that employees that complete this program have better job outlook and show more dedication to their job. They value their job and your commitment to help make them feel a part of your company. Finally employees have the foundation skills to more effectively and efficiently learn new job skills.

What does WIT cost your company? Only the time allowing employees to participate. The cost of the trainer and materials are covered by the College. What can beat a deal that provides customized training at your site at no cost?

How can you tell if WIT helps your company? We suggest that you benchmark your existing turnover percent rate for newly hired against six month period while using WIT. We are confident that you will see a reduction in turnover. Of course you can convert this reduction in turnover into dollars saved by your company.

Adult Basic Skills Programs

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade one and end with the high school equivalency certificate (GED).

Adult Basic Education (ABE)
General Education Development (GED)

Montgomery Community College offers combined Adult Basic Education (ABE) and General Education Development (GED) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the GED Exam. Before enrolling in a class, an individual must attend a Basic Skills Registration Session. Minors (16-17 years of age) may enroll in the program but would need to obtain a Minor's Release Form to be completed by a parent or legal guardian and the Board of Education before registering. Classes are offered both day and evening in communities throughout the county and on the college campus. There is no cost for the ABE/GED classes, but there is a one time testing fee payable before taking the actual GED test. Montgomery Community College will assist interested organizations and groups of individuals in establishing new ABE/GED classes.

High School Equivalency Certificate - GED

General Educational Development (GED) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training.

Successfully passing the five sections of the GED test allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression
  (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

Each section requires from one to two hours. A student may select an area in which to work, successfully pass the test and move to the next area. There is no set procedure. A total score of at least 225 points with no single test score below 40 is passing.

The certificate is issued by the North Carolina State Board of Community Colleges. It is legally equal to a high school diploma, and is recognized almost without exception by industry, agencies of the government, colleges, and other organizations and institutions.

English As A Second Language (ESL)

English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the college campus. There is no cost for the ESL classes. Montgomery Community College will assist any interested businesses in setting up new ESL classes for their employees.

Ingles Como Segundo Lenguaje (ESL)

Ingles como segundo lenguaje (ESL) ofrece a los estudiantes la oportunidad de aprender el idioma ingles. Se concentran las clases en los propositos de desarollar la competencia del idioma y la cultura.Cualquier adulto que no hable ingles puede participar en los cursos. Se ofrecen clases durante el dia y la tarde en los pueblos del condado y en el colegio. No cuesta nada para las clases. Tambien, Montgomery Community College ayudara a cualquier impresa en comenzar una nueva clase de ingles para los empleados.

Compensatory Education (CED)

Montgomery Community College offers Compensatory Education (CED) classes. These classes are designed to help mentally and emotionally challenged adults to become independent and to acquire skills needed for participation in our society. The program is affiliated with the Sandhills Center For Mental Health and the Association of Retarded Citizens (ARC).

The Learning Center

The Learning Center has the capacity of providing a variety of educational experience for students. Among these are the High School Completion (GED) program, courses for general interest, and courses related to the curriculum offerings.

The Learning Center provides these courses by using the individualized and programmed approach to learning as well as a careful examination of the student's needs. An analysis of these needs is made and personalized learning activities are planned that will assist in achieving stated goals.

Computer-Assisted Instruction together with text books and other study materials are used to assist the student achieve stated goals. This allows one or several students to study a given subject. There is no cost for services received in the Learning Center.

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught resume writing, completing a job application, handling the interview, and positive job attitudes. Other topics within the pre-vocational component are planning and reaching goals, consumer education, and personal hygiene.

The students are encouraged to visit the Career Center, located in the Student Services Division. The HRD Program and the Career Center are in cooperative efforts to offer counseling sessions and job placement.

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NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

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